INTEGRATED CHILD DEVELOPMENT SERVICES (ICDS)

Management Information System (MIS)
(Revised : March 2012)

USER'S MANUAL

For filling up of AWC Registers/Reports and
use of Tools by AWWs

November 2012

**MINISTRY OF WOMEN AND CHILD DEVELOPMENT
GOVERNMENT OF INDIA**

INTEGRATED CHILD DEVELOPMENT SERVICES (ICDS)

Management Information System (MIS)

(Revised : March 2012)

USER'S MANUAL

For filling up of AWC Registers/Reports and
use of Tools by AWWs

November 2012

**MINISTRY OF WOMEN AND CHILD DEVELOPMENT
GOVERNMENT OF INDIA**

CONTENTS

To The Anganwadi Worker

The Ministry of Women and Child Development, Government of India, has released a revised set of registers and reporting forms to be used by you. Your State Government will print and issue to you a full set of 11 new registers as well as new monthly and annual reporting forms, and will arrange for you to be trained in how to use them. Once you start using the new registers and reporting forms, you will stop using most of your old registers and forms.

The information that you enter in your registers is meant mainly for your own use – to help you find all women and children in you AWC area, identify who requires which services, keep a record of services you provide, and know who is left out. The new registers also make it easier for you to count the different numbers you require for your monthly reports, which will make it possible for you to report numbers correctly. It will also be simpler for your Supervisor to understand which number in your report came from which column of a specific register. The monthly progress report (MPR) has a few new sections where you have an opportunity to present your ideas and problems.

There is one Annual Status Report (ASR) that you will now use, in addition to the monthly reports. It contains points that you need not report every month.

This manual has been written for you to keep with you and refer whenever you have any doubt about how to use any of the registers or reports. If there is something you do not understand even after referring to the manual, you can ask your Supervisor or your CDPO.

A full list of registers and reports that you need to use is given in the table of contents of this manual.

You are the most valuable person in the ICDS programme, and we hope the new information system becomes useful to you in carrying out your valuable work.

Register 1

Family Details

1.1   The purpose of this register

» to identify and list all families who live in your AWC area, so that you become aware of all such families.
» to identify individuals from these families who should receive services from your AWC.
» to identify families and individuals who require your special attention.

Using these details, you will be able to do the following:

» Find names of all women and children to be included in each of the registers that you use to keep track of services that you provide, such as distribution of food, care of pregnant women, immunization, etc.
» Count the population covered by your AWC every year.
» Keep a record of all births and deaths
» Keep a record of individuals and families migrating into your area or out or it.
» Have a ready source of information about families, which you may need from time to time.

1.2   How the register is organized and how long one register will last

The register has one type of form, which is meant for writing information about the families in your AWC area. One sheet is meant for one family. Each register has enough sheets for 100 families. You will be given as many registers as you need to cover all the families of your area.

You will create the register once, and keep updating it every year. The register will last at least five years.

1.3   How to fill this register for the first time

If you have never used a register of this kind before:

You will undertake two activities to ensure that the information you fill in the Family Details Register is complete and correct:

1. Draw a map showing all houses in the AWC area:
a. First, clearly identify the area covered by your AWC.
   • This area may include all the houses in your village, or only a part of your village or town.
   • Your Supervisor will help you mark the boundaries of your AWC area.
b. Next, make a simple map of the area on a sheet of chart paper, showing the streets of the area, as well as important common landmarks (such as school building, market, etc).
c. On this map, draw all the houses of the village, as little boxes.
d. Inside each box, write the serial number of the household living in that house. If more than one household lives in a house, write the household number of all such households in the box. Give serial numbers to each household in the same sequence as you would walk through the village from house to house.

> **Remember**
> 1. A household means a family, all of whose members are eating from one kitchen. It can happen that there is more than one such family in each house or building.
> 2. If there is only one AWC in a village, the families can be numbered starting with '001'. If there is more than one AWC in your village, please ask your Supervisor what number you should start with.

2. Do a house-to-house survey:

   Once the map is ready, you will visit every family that you have included in the map, in a sequential order. In each household, you will talk to a responsible member to gather information about the family and all its members. You will fill this information in the register.

   If you already have a map like the one described

   Confirm from your Supervisor that the area of the village that you have to cover has been properly demarcated, and then update the map to make sure that no household in your area is left out.

   If you already have a survey register that you have previously used to gather data of all families

   Take the following steps:

   1. Create or update the map of your area as described above.
   2. Sit down with the updated map and your old survey register, and in the old register, assign to each family the same serial numbers as given to the corresponding households in the map.
   3. Now, start filling your new Family Details Register:
      - Start writing the details of the family with the new Family Serial Number 1 on the first page. Transfer all the names and other information of this family from the old to the new register.
      - If some information required in the new register is not available in the old register, leave the columns blank.
      - If some information from the old register is not required in the new register, leave it out.
      - Then, take up the family with new serial number 2, and transfer information into a fresh page of the new register. In this manner, transfer all information from your old register to the new register in the sequence of the serial numbers.
   4. Next, take the new Family Details Register and move house to house through your area. In each house, talk to a responsible family member to verify that all the information entered in the register is correct. Look for incomplete information and fill this up. In this manner, the new register will be completely filled.

> **Remember**
> You should fill both the map and the register using a pencil, so that you can later change or update any details by erasing and rewriting as required.

1.4   What to fill in each column of the Family Details Register

> **Remember**
> The information you are filling in this register is for your use, so make sure that you understand what information you are filling, and fill it in a manner that you can understand. It is important to ensure that you fill all information correctly, because you are going to use this information to include persons in all other registers.

First fill in some details of the family at the top of the sheet:

Serial Number of the Family: This is the serial number of the family as given in your map.

> **What happens to Serial Number of Family when a household divides into two?**
>
> If a household divides into two, that is, if it becomes two households, each having a separate kitchen, then you should assign a new Serial Number of Family to one of them. The other one should continue to have the old Serial Number of Family.
>
> **Example:**
> There is an AWC where there are 192 households, numbered 001 to 192. Suppose household number 053 divides into two households (two kitchens). One of the households will continue with the number 053, while the second household will be assigned a new number, 169. The names of members of this second household will be entered on a fresh page, and will be given new Serial Numbers within the Family. Their names will be struck off from the page for household number 053. The remaining names of household 053 will remain on the same page, and their Serial Number within the Family will continue to be the same as before. In all other registers, such as Reg 3, 4, 5, 6 etc., you should change the serial numbers of members of the new household, as per their newly assigned Family and Individual numbers.

Location: Write the name of street or tola or mohalla or ward to identify the address of the house in which the family lives.

Category (Caste): Circle "ST" or "SC" as the case may be. If the family is not ST or SC, circle "Other".

Religion: Write the name of the religion followed by the head of the household.

Minority in the State? If the religion of the family is considered a minority religion in your State, tick "Y". If you are in doubt, ask your Supervisor.

Date of first listing: This is the date on which you listed the family in the register for the first time.

Date last updated: Whenever you change any detail on a page, write the date on which you made the change in one the cells here. Use a different cell of the box each time you make a change. You may make a change during the annual survey in April, or any other time of the year, such as when you add the name of newborn baby.

Column 1, Serial Number within the Family: Give serial numbers to all members of the family, starting from '01'. Give the number '01' to the head of the family.

Column 2, UID: Write the person's *Adhaar* number, if available.

Column 3, Names of Family Members: For each member of the family, write that person's name and the name of the father or husband.

Column 4, Relationship with head of family: For each person, his or her relationship with the head of the family should be mentioned.

Column 5, Sex: Write M for male or F for female.

Column 6, Current Marital status: Write '1' if presently married and '2 for all others, as the case may be. 'Others' includes those who have never married, as well as those who were married before, but are now separated or whose husband or wife has died.

Column 7, Date of birth: Record accurate date of birth for children younger than 6 years of age, including day, month and year. Your supervisor will show you how to use a local calendar for this purpose, if required.

For all persons older than 6 years of age, record only the year of birth. If the year of birth is not known, write down the approximate age in completed years in the next column (Column 8), and find the year of birth using the Year of Birth Calculator Tables provided in your 'Tools' booklet.

Column 8, Age in April: Write the age as on 1st April. For children less than 6 years old, record the age in completed years and months. Use the age calculator provided in your 'Tools' booklet for this purpose.

Record the age of persons older than 6 years in completed years only.

Column 9, Mother's name: Write the name of the mother for children younger than 6 years old.

Column 10, Target code: Write the code of the category of the ICDS beneficiary, as indicated.

Column 11, Type of disability, if any: Record one or more codes from 1 to 5, depending on the kind of disability. Leave blank if there is no disability.

Column 12, Resident of the AWC area: If the family says a member usually lives in the house, record the person as a resident by writing 'Y' in this column. If a member does not usually stay in the house, record the person as a temporary resident, by writing 'N' in this column. If a person stays in this household for less than 6 months of the year, consider the person a temporary resident and mark 'N' in this column. There is no need to record the names of members who have come in to stay for only a few days, but the name of any daughter who has come to her maternal home for a delivery should be recorded, even if she is there only for a short period. Once a person's name in entered in the register, you will be able to assign a serial number to the person, and use this number in other registers. So, if you provide any service to any member of a family, first enter the name in this register, assign a serial number, and then start recording services provided in other registers.

Column 13, Date of in-migration: Fill this when a member of the family who was staying outside comes to stay in the village for a period <u>longer than six months</u>. Write the date of arrival of the person in the village. If a whole family migrates into the village, record this on a fresh page, mentioning the "Date of first listing". In this case, there is no need to write the date of in-migration for each member.

Column 14, Date of out-migration: Fill this when a member of the family goes away from the village intending to stay away for <u>more than six months</u>. Write the date when the person left the village. If the whole family leaves the village, mention the date of out-migration for all members of the family.

Column 15, Date of death: Record the date of death of any member of the family who dies, irrespective of whether he or she was a target beneficiary of ICDS.

Column 16 & 17, Whether willing to avail of ICDS services?: Ask this question in every household during the annual survey. Ask this about each member who is eligible to be an ICDS beneficiary, such as pregnant women, lactating women, children less than 6 years old, as recorded in column 10 and 11. Ask whether the individual members would like to avail of supplementary food and preschool education from your AWC, as the case may be. If the family indicates that a member will not avail of the service, record "N" in that column.

1.5   Updating the Family Details Register every year

Every year, in April, you will update the information in this register. You will do this in two main steps:

1. Update the map of your AWC area in consultation with your Supervisor. Add new houses or localities to the map or remove old houses or localities from the map, as the case may be.
2. Update the information related to each family by visiting all families in the village. Update any information that you may have missed during the previous year.

Write the date of updating whenever you update any information on that sheet. You will write this date in one of the cells of "**Date Last Updated**", which is on the top right hand side corner of the sheet. ,

Register 2
Supplementary Food Stock

2.1 The purpose of this register

» Planner: to help you plan how much of each food commodity to use for providing supplementary food, every day, for each meal – breakfast, hot cooked meal or take home rations.

» Stock record: to keep a correct record of how much of each commodity you used and how much you received, by date..

» Stock report: To help account for each commodity every month..

2.2 How the register is organized and how long it will last

Section 1 is a Daily Planner, which you will use for planning how many persons will be given different kinds of food supplements every day.

Section 2 is a Stock Record form, where you can record how much quantity of each commodity you utilized everyday or how much you received on different days.

Thus, every month, you will need one sheet of Section 1 and at least one sheet of Section 2. There are 12 such sets of sheets in the register, one for each month. One register will last 12 months.

2.3 SECTION 1: SUPPLEMENTARY FOOD DAILY PLANNER

You will use this section everyday for planning how much of food to distribute that day.

2.3.1 What to do at the beginning of each month

You need to prepare one sheet at the beginning of every month. At the top of the page, record the **name of the month** (such as "January 2013").

Column 1 contains the dates of the month, already printed.

Column 2 is for the day of the week ("Monday", "Tuesday", etc) for each date of the month. At the beginning of the month, fill **Column 2** for the whole month. Mark Sundays and Holidays. If there is a special occasion on any day, such as a festival, write the name of the occasion. Do this especially for occasions on which you expect the attendance at the AWC to be unusually high or low. You can change these details at anytime during the month. In this column, you may also mark the days of the month when you plan to distribute THR, to help you prepare for those days.

2.3.2 What to do every day during the month

Every working day, you first need to plan how much food of what kind you will prepare for distribution that day. This section helps you make such plans. Your Supervisor will show you how to do this. Briefly, follow these steps:

First, fill **Columns 3 to 8b**, one by one. Each column is for a different group of persons. In each column, write the number of persons of that group to whom you expect to distribute food that day.

Follow the standard method that you have been instructed to use for estimating how many women and children will come and avail of food. If you have not been given specific instructions, you may estimate how many are likely to come today by taking an average of the attendance of the previous three days. If today is a festival or special occasion in the village, you may need to adjust this number.

In Columns 5a, 6a, 7a and 8a, write the number of children to whom you expect to provide large or normal amounts of spot feeding that day. "Large quantity" means the extra size of ration that you provide, such as for pregnant and lactating women, and for severely malnourished children. "Normal quantity" is for the rest of recipients of food supplements.

You will distribute THR on only certain days of the month. On these days, in **Columns 3, 5b, 6b, 7b and 8b**, write the number of children and women to whom you plan to distribute THR that day, in large or normal quantities.

If you are expected to provide spot feeding or THR to Adolescent Girls, write the number of girls to be given food in **Column 4**. You will record food provided under the Sabla program in separate registers provided to you.

After you have filled columns 3 to 8b, fill **Columns 9 to 11**. Use the numbers in Columns 3 to 8 to calculate and write the total number of persons expected to receive breakfast, meals or THR on that day.

Breakfast: Normally, the number of children expected for breakfast would be the same as the total number of children expected to come for spot feeding that day. This is the total of numbers in columns 7a and 8a. If you have been instructed to provide breakfast to other groups, you can add these as well.

Hot cooked meals / RTE: This could include some 'large' and some 'normal' quantities for different children, from Columns 7a, 7b, 8a and 8b. In case you have been instructed to provide spot feeding to younger children and women as well, you may add these also. Write these numbers separately in column 10.

> **Example**
> For instance, if there are 32 children planned to get 'normal' quantity and 4 children planned to get 'large' quantity on a given day in columns 7a and 8a, and no other persons for hot cooked meals, you may want to write 'N = 32, L = 4' in column 10. If you need to provide food to persons other than those indicated in Columns 3-8, mention them in Column 10 as 'Other', such as 'Other = 3'.

THR: Similarly, on the day you distribute THR, add the number of expected recipients of THR and write the total number in column 11. Since the size of ration given to each group may wary, you may find it more convenient to record for each category separately, and indicate the number of days for which you plan to give THR.

> **Example**
> Let us assume that you have planned to give THR for 14 days to 17 pregnant and lactating women, 26 normal children and 7 malnourished children. Since the ration size for each category is different, you may record this number in column 11 as 'P/L = 17x14, NC = 26x14, MC = 7x14'.

2.3.3   What to do at the end of the month

At the end of the month, make the totals for each column in the last row on the page.

2.4   Section 2: Supplementary Food Utilization and Stock Record

Each page of the Utilization and Stock record has two copies, one white sheet followed by one in some other colour, such as pink or yellow. If you put a carbon paper between the two pages, what you write in the white sheet will be copied in the pink or yellow sheet as well. If you do not use a carbon paper, you will need to copy everything by hand to the pink/yellow sheet. The pink/yellow sheet is perforated and can be torn and separated from the register for attaching to the MPR at the end of the month. The white sheet will remain with the register and will be retained with you.

The number of white sheets you use each month depends on the number of commodities which you need to account for. Your supervisor will tell you which commodities you must include in the stock register, and which commodities you need not include. Normally, there is no need to maintain stock of items such as salt, masala or locally available vegetables.

Each sheet lasts one month. Each row is meant for one day. Each column is for a different commodity.

You can use this register for keeping stock of any kind of commodity, whether it is a raw material or ready-to-eat food, or whether you have purchased the commodity or a local supplier has provided the commodity, or it has been supplied from the block.

> **Remember**
> You need to use a carbon paper each time you make any entry in this section. Alternatively, you will need to make a duplicate entry on the coloured sheet after you have written on the white sheet.

2.4.1   What to do at the beginning of the month

At the top of each page of the Utilization and Stock Record, write the name of the reporting month (such as "January 2013").

Then, write the names of the commodities as instructed by your supervisor at the top of each Commodity column, if the names are not already printed. Each of these columns is meant for keeping record of a different commodity. If there are more commodities than can be accommodated on one white sheet, use a second white sheet. Along with the name of the commodity, write the unit in which you will be recording the quantity of the commodity, as instructed by your supervisor.

> **Example**
> Write the unit in brackets after the name of the commodity, such as:
> Rice (kg), Sugar (grams), Oil (ml), Eggs (pieces), RTE (Packets), etc

Once you have written the names of commodities at the top of each column, write down the existing quantity of each commodity you have in stock in the row, Opening Balance, near the bottom of each column. This is the same as the Closing Balance of each commodity at the end of the previous month.

Now you are ready to use this section every day.

2.4.2 What To Do Every Day During The Month

In the first and last 'Date' columns, the dates of the month are already recorded. You do not need to write anything here.

In the columns, 'Number of Rations Planned', copy the total Number of Rations Planned for that day, from columns 9 to 11 of the Daily Planner (Section 1). Your supervisor will instruct you about how to do this.

Using what you have copied in the column, 'Number of Rations Planned', fill the Commodity columns. Your Supervisor will give you detailed instructions for how to do this. This will be based on the quantity of each commodity you have to use per person for each type of meal. Once you have estimated and written how much quantity of each item you need to use that day, take out this quantity from your stock and use it for cooking and distribution.

> **Remember**
> You should actually utilize the quantities of commodities as recorded for that day. If it happens that you use less or more when the food is actually cooked or distributed, make sure you make the necessary correction to this figure the same day.

On the day you receive or procure a fresh stock of any commodity, write the quantity in the Receipt column of the corresponding commodity. Leave the Receipt column blank on other days.

> **Remember**
> Please make sure you use the same unit (grams or kilograms or pieces) for recording quantities in both, 'Utilization' and 'Receipt' columns.

Loans of commodities

There are rows at the bottom of the page where you can record any loans you have taken or given or returned.

Loans taken / taken back: During the month, if you have received any commodity on loan from another AWC or if another AWW has returned a loan that she had previously taken from you, write the date, name of the other AWC and the amount of the commodity in the row, Loans taken / taken back.

Loans given / given back: Similarly, if you have given any commodity as a loan to another AWC, or you have returned a previously taken loan, write the date, name of the other AWC and the amount of commodity in the row, Loans given / given back.

Loss or damage

If, during the month, any commodity is lost or damaged, record the same in the row, Total loss/ damage, for that commodity.

2.4.3 What to do at the end of the month

Calculate and write the Totals of the breakfast, HCM/RTE, and THR columns. These are the total number of days during the month on which you distributed breakfast, HCM/RTE, and THR.

Then, calculate totals of each Receipt and Utilization columns for each commodity in the last row.

Then, write the total of all the loans taken / taken back in the row Total loans taken / taken back.

Similarly, write the total of all loans given / given back in the row Total loans given / given back.

Then, calculate the final totals for receipt and utilization of each commodity:
   a. For every commodity, in the Receipt column, calculate TOTAL = column Total + Opening Balance + Total loans taken / taken back. Write this in the Receipt column in the row, TOTAL. This is the Total Receipt for each commodity for the month.
   b. For every commodity, in the Utilization column, calculate TOTAL = column Total + Total Loss/ Damage + Total loan given / given back. Write this in the Utilization column in the, TOTAL. This is the total utilization for each commodity for the month.

Then, for every commodity, calculate Closing Balance = TOTAL receipt minus TOTAL utilization. Write this difference in the row, closing balance.

You will need all these totals for your MPR.

Register 3
Supplementary Food Distribution

3.1 The purpose of this register

» to record the distribution of supplementary food as and when you distribute it to women and children; and

» to count the number of persons of different groups who received supplementary food for the required number of days from your AWC each month.

3.2 How the register is organized and how long it will last

The register has 12 sets of formats, one set for each month. Each register thus lasts for one year.

Each set of 8 sections meant for different age groups and types of beneficiaries each month: pregnant women, lactating mothers, girls and boys 6 months to 3 years old, girls and boys 3 years to 6 years old.

In the first six sections, you will record food supplements that you give to women and children who are residents of your AWC area. The last two sections (4a and 4b) are meant for recording food distributed to temporary residents.

In each section, you can record the amount of hot cooked meals (HCM), Ready-to-eat (RTE) or Take Home Ration (THR) that you provide each person every day.

You will be able to make column totals on each page. You will need these totals for your MPR.

3.3 How to start using the register for the first time

The first step is to write the names of all women and children in the Food Distribution Register in the correct age and sex sections, using your Family Details Register. Your Supervisor will teach you how to use the Transfer Sheet to do this correctly.

In brief, you will take the following steps, after you have made the Transfer Sheet correctly:

1. Copy the names and other details from the Transfer Sheet to the correct sheet in the Food Distribution Register according to the date of birth and sex, in the same sequence as they appear in the Transfer Sheet. In any section, the oldest person (the oldest child or a pregnant woman with the earliest Expected Date of Delivery -EDD) should be at the top and the youngest at the end of the list.

> **Remember**
>
> In the case of Lactating Women (Section 1b), you will find it useful to write the name of the child and the date of delivery along with the name of the woman in Column 4. This will make it easier for you to find children who have completed 6 months, for transferring to Sections 2a or 2b.
>
> For instance, write 'Rama Govind (Pintu, 3/10/12)' in Column 4, if her date of delivery was 3 October, 2012.

2. Fill in the remaining details from the Family Details Register, such as caste category and minority status. Fill in nutritional status of children from Register 11.
3. Write the names of all temporary resident women and children in Sections 4a and 4b as appropriate. For instance, include daughters who have temporarily come to their parental homes for delivery, in these sections. .

Once the names and other details of all target beneficiaries in the Family Details Register are copied into the Food Distribution Register for the first time, you are ready to use the new register.

> **Remember**
>
> This register will have the names of all women and children whose names are entered in Family Details Register and are eligible for supplementary food. Even if some women and children do not come to take their supplementary food for a whole month, you must include them in the register. Do not leave out anyone, since every eligible person of your area is entitled to receive supplementary food from the AWCs, if they wish so.

3.4   What to fill in each column of the register

Sections 1a and 1b (Pregnant Women and Lactating Mothers):
Column 1:,Give a running serial number, starting with '1' for each section every month.
Column 2, 3, 4, 5, 6 & 7: Write as recorded in Register 1: Family Details Register
Column 8 and 9: See the instructions below on 'How to record food distribution' and 'What to do at the end of the month'.

Sections 2a &2b, 3a & 3b (Children older than 6 months):
Column 1: Give a running serial number, starting with '1' for each section every month.
Column 2, 3, 4, 7, 8 & 9: Write as recorded in Register 1: Family Details Register
Column 5: Age - Write age in completed years and months, as on the first day of the reporting month. Use the age calculation sheet provided to you when you first create the register or use the age as mentioned in the Transfer Sheet.
Column 6: Nutritional grade in the previous month - This should be taken from the child's previous month's (or quarter's) weight records from Register 11 (Weight Records Register).
Column 10 and 11: See the instructions below on 'How to record food distribution' and 'What to do at the end of the month'.

Sections 4a and 4b: Similar to previous sections, for temporary residents.

3.5   How to record food distribution

The right side page of each section has 31 columns for all the days of the month.
- » At the beginning of the month:
- » Write the name of the reporting month in the space provided at the top of the right side page.
- » Mark all Sundays and holidays on each page.

Every day, you will record the food given to each person in the column for that date. You can record this immediately after the food has been distributed. Use the following methods for recording distribution of three types of supplementary food:

Spot feeding: For hot cooked meals or RTE, record the distribution for each woman or child in the column for that date as follows:
Pregnant women and Lactating mothers (Sections 1a & 1b): Normally, women will be given THR. However, if you provide spot feeding, mark '1' in the cell for that date, and mark '0' if not given.
Children (Sections 2a, 2b, 3a, 3b): Most children will be given normal quantity of supplementary food - Mark 'N' on the date when a child is present and is provided spot-feeding. If a severely malnourished child is provided the larger quantity of supplementary food, , mark 'L' for that child on that date. If a child is absent or not provided spot feeding, mark '0'.

THR: For Take-Home Rations, record the distribution for each woman or child as follows:
Pregnant women and Lactating mothers (Sections 1a & 1b): On the day on which THR is distributed, record the number of days for which it is given in the cell corresponding to the date of distribution. Then, tick-mark the subsequent number of days for which this was meant.

Example
1. If you give a pregnant woman THR for 12 days on the 7th of the month, record '12' in the row for that woman, in the column of the 7th. Then, put tick marks for 11 working days after the 7th. This will show the 12 dates for which you gave her the THR.
2. If the same woman is again given 12 days of THR on the 21st of the month, record '12' in the column of the 21st. Then put tick marks on all remaining working days of that month, since there are not enough dates remaining in the month to show all 12 days. At the beginning of the next month, you can show the remaining days by putting tick marks in the first few days of the month for that woman.

Children (Sections 2a, 2b, 3a, 3b): When you give THR to children, mark as follows:
If the ration provided is of the normal quantity, mark 'N' in the column corresponding to the date of distribution and write the number of days for which this amount was provided, such as N/6. Then, tick mark the dates for which this was provided.
If the ration provided is of large quantity (such as for severely malnourished children), mark 'L' in the column corresponding to the date of distribution and write the number of days for which this amount was provided, such as L/6. Then, tick mark the dates for which this was provided.

Breakfast (Morning snacks): There is no need to record food distribution for breakfast separately. It is assumed that those who were present for spot feeding were given breakfast as well.

3.6 What to do at the end of each day

After you have recorded food distribution for each person, at the end of day, make column totals in the last rows of each page, as follows:

Pregnant women and Lactating mothers: You need to make two daily column totals, for that date:
    <u>Sum of women given supplementary food daily </u>: This is the count of the number of women who you have marked as having received any food for that date, even if they actually received THR on some previous date. Include all women for whom you have either placed a tick mark or have marked the number of days. Exclude all '0'. Record this total in the first totals row. This is like simple attendance.
    <u>Sum of rations given daily</u>: This is the actual number of rations you have distributed on that date. Exclude all tick marks and zeroes, but make a total of numbers of rations given to each woman that day.

Example
Let us say there are 14 pregnant women on a page. Let us say you have distributed THR to 10 of them on the 8th of the month for 12 days each, and the other four have not come that month for THR. You will record '12' in the column for the 8th for each of the 10 women, and then you will place tick-marks for the next 11 working days for each of them, as described in the previous example.
On the 8th of the month, you will make the daily column totals like this:
    <u>Sum of women given supplementary food daily </u>: 10 (simple count of the number of women for whom THR was given for the day)
    <u>Sum of rations given daily</u>: 10 women x 12 days each = 120 (actual number of food rations given out on that day)
On the 10th of the month (if it is a working day), you will make the daily column totals like this:
    <u>Sum of women given supplementary food daily</u>: 10 (simple count of the number of women for whom THR was given for the day, based on tick marks in the column for the 10th)
    <u>Sum of rations given daily</u>: 0 (since you did not actually give out any food on that day)

Children: You need to make three totals daily column on each page, for that date:
    <u>Sum of children given supplementary food daily</u>: This is the count of the number of children on the page whom you have marked as having received any food for that date. Include in the count if tick marks have been made, as in the case of THR. Do not count any '0'.
    <u>Number of children marked 'N' daily</u>: This is the count of the number of children marked 'N', either for spot feeding or THR. This is the actual number of rations of normal quantity distributed on that date. Do not count any tick-marks or '0'.
    <u>Number of children marked 'L' daily</u>: This is the count of the number of children marked 'L' either for spot feeding or THR. This is the actual number of rations of large quantity distributed on that date. Do not count any tick-marks or '0'.

3.7   What to do at the end of the month

At the end of each month, you will carry out two important tasks: making monthly totals on each page, and copying names of all women and children correctly to the next month.

    a.   Making Monthly Totals on each page:
        Total number of days supplementary food was received during the month (Column 8 of Sections

1a and 1b, and Column 10 of Sections 2a, 2b, 3a, 3b): For each woman or child, looking at what you have recorded in the dates columns, count the actual number of days for which you have recorded food as distributed to that person during the month. Write this number in this column. Include all days with tick marks in case of THR. Do not include holidays on which food was not distributed. Do not include days marked '0', on which food was not distributed to this woman or child. In this manner, fill column 8 (or 10) for every woman and child on every page.

Sum of women (or children) given supplementary food daily: Make a total of Column 8 for women or Column 10 for children. This total should match with the total of the daily column totals in that row.

Sum of rations given daily (Section 1a, 1b): Make a total of all the daily column totals for each date in that row.

Number of children marked 'N' daily (Sections 2a, 2b, 3a, 3b): Make a total of all the daily column totals for each date in that row.

Number of children marked 'L' daily (Sections 2a, 2b, 3a, 3b): Make a total of all the daily column totals for each date in that row.

Total number of women (or children) absent throughout the month: Count and write the total number of women or children on each page who were absent throughout the month.

Number of women (or children) given supplementary food for at least 21 days in the month: In column 8 (for Pregnant and Lactating women) and column 10 (Children), you have counted the number of days during the month on which each person received food supplements. Using these numbers, identify the women or children on each page who received food supplements on at least 21 days during the month. You can place small tick marks in cells in this column to identify them. Then, for each of the five categories of SC, ST, Other, Minority and Disabled (using the information marked in columns 5, 6, 7 for women and columns 7, 8, 9 for each child), count the number in each column who have received 21 or more days of food, and record the number in the space provided for each category.

These monthly totals will help you account for the food you planned to provide each day in Register 2. You will report some of these totals in your MPR.

b. Transferring names of women and children to the next month's sections

At the end of one month, you will need to fill names of women and children in each section, for the next month.

Every month, there will be new names added and some names removed from each section. For instance, some pregnant women will deliver, some new pregnancies will be registered, some children of lactating women will complete six months of age, and so on. Thus, every month there will be some changes to the list of persons in every section, as compared to the previous month. **Therefore, it is necessary to carefully copy names from the previous month to the next month, taking care to include or exclude names in each section correctly.**

For transferring names, sit with Register 1 and Register 11 also. You will require to refer to these registers for certain details.

You will transfer names in the following order:

1. Section 3b - Boys, 3-6 years old: Before transferring, examine the dates of birth, and mark those who have completed 6 years of age that month. Normally these will be the first few boys of the page. Excluding these, copy the names of the rest of the boys to Section 3b of the next month, in the same order as in the previous month. As you copy the names, also copy all other details of columns 7-9. In Column 5, write the age by adding one month to the age mentioned in the previous month. In Column 6, write the latest nutritional status, referring to Register 11.

2. Section 2b – Boys, 6 month to 3 years: Examine the dates of birth, and mark those who

have completed 3 years of age that month. Normally these will be the first few boys of the page. First, transfer these few names to the bottom of the list of Section 3b of the next month, since these boys now belong to that group. Next, transfer the remaining names to Section 2b of the next month. In each case, copy the rest of details of columns 7-9. Alter Columns 5 and 6 as described for Section 3b.

3. Section 3a – Girls, 3-6 years old: Follow steps similar to 1 above.

4. Section 2a – Girls, 6 months to 3 years old: Follow steps similar to 2 above.

5. Section 1b – Lactating mothers: These are mothers of children 0-6 months old. Use Register 1 to examine the dates of birth if need be, and identify boys who completed 6 months in that month. Transfer these few names to the end of the list of boys in Section 2b of the next month. Similarly, identify girls who completed 6 months in that month. Transfer these few names to the end of the list of girls in Section 2a of the next month. Then, transfer the rest of the names of women in this section to Section 1b of the next month. For names of children that are transferred to Sections 2a and 2b, carefully copy details of Columns 5 and 6 in Section 1b to Columns 7 and 8 of Sections 2a and 2b. Refer to Register 1 for filling Columns 5 and 9 in Sections 2a and 2b. Refer to Register 11 to enter the latest nutritional status in Column 6.

6. Section 1a – Pregnant women: Some of these women may have delivered during the month. First, identify all those who have delivered, and transfer these few names to the bottom of the list in Section 1b of next month. Then, transfer the rest of the names of pregnant women to Section 1a of the next month.

7. Finally, examine your Pregnancy Register (Reg. 5) for any newly registered pregnant women. Enter these names at the bottom of the list of women in Section 1a of the next month.

Now, you are ready to start using the register for the next month.

3.8   Recording Food Distribution to Temporary Residents

All pregnant and lactating women, and all children under six years old living in your AWC area are eligible to receive food from your AWC, irrespective of whether they are permanent or temporary residents. You can record food distribution to Temporary Residents in Sections 4a and 4b of the register. The method of using Section 4a and 4b is the same as for other similar sections. At the end of every month, you will need to remember to include any new in-migrants, and exclude those who are no longer in the village.

It is important to keep this record for two reasons: to make sure that temporary residents such as daughters who have come to their parental home, are getting supplementary food from AWC regularly, and to account for the total amount of food you prepare everyday and the amount of commodities you utilize.

Register 4
Pre-School Education

4.1 The purpose of this register is

» to record activities conducted for pre-school education and also to record the general details of children, along with attendance records.

» to count the number of activities and the number of children present each day.

4.2 How the register is organized and how long it will last

Each register has a set of 4 sections:

Section 1 and 2 are for permanent resident girls and boys of the AWC area, in three subsections each, for children 3-4, 4-5 and 5-6 years old. Section 3 is for children who are temporary residents. Each of these subsections is meant for recording daily attendance. Each section lasts one reporting month.

Section 4 is a record of daily preschool activities, for a period of one reporting month.

There are 12 sets of these 4 sections in each register, each lasting one month. Thus, a register will last one year.

4.3 How to start using the register for the first time

The first step is to write the names of all children 3-6 years old in the Preschool Attendance register in the correct age and sex sections, using your Family Details Register. Your Supervisor will teach you how to use the Transfer Sheet to do this correctly.

In brief, you will take the following steps, assuming you have already created the Transfer Sheet:

1. Copy the names of children 3-6 years old from the Transfer Sheet to the correct sheet in the Food Distribution register according to the date of birth and sex, in the same sequence as they appear in the Transfer Sheet. In any section, the oldest child should be at the top and the youngest at the end of the list.

2. Fill in the remaining details of each child from the Family Details Register, such as caste category and disability status.

3. Write the names of all temporary resident children in Sections 3. This includes children of daughters who have temporarily come to their parental homes for delivery, for instance.

Once the names and other details of all the 3-6 year old children in the Family Details Register are copied into the Preschool Attendance Register for the first time, you are ready to use the new register.

4.4   What to fill in each column of the register

Sections 1a, 1b, 1c and Sections 2a, 2b, 2c (Permanent Resident Girls and Boys):

Column 1: Serial number: Give a running serial number, starting with '1' for each section every month.

Column 2, 3, 4, 6, 7, 8: Write as recorded in Register 1: Family Details register

Column 5: Age: In completed years and months, as on the first day of the reporting month. Use the age calculation sheet provided to you when you first create the register, or use the age as mentioned in the Transfer Sheet.

Column 9: Please see the instructions below on 'What to record everyday' and 'What to do at the end of the month'

Column 11: Record the date of admission to Primary School as and when a child gets admitted to school

Sections 3: Similar to previous sections, for temporary resident children.

> **Remember**
> This register will have the names of all children 3-6 years old whose names are entered in Family Details Register. Even if some children do not attend preschool education sessions at the AWC for the whole month, you must include them in the register. Do not leave out anyone, since every preschool child in your AWC area is entitled to preschool education services at your centre.

4.5   What to record everyday

Sections 1-3: (Attendance)

The right side page of each section has 31 columns for all the days of the month.

At the beginning of the month:
- » Write the name of the reporting month in the space provided at the top of the right side page.
- » Mark all Sundays and holidays on each page.

Every day, you will record the attendance of each child in the column for that date. You can record this at an appropriate time of the day as instructed.

For each child, on each working day, record 'P' or 'A' for presence or absence, in the column for that date.

Making totals of daily attendance: Daily, after the attendance has been marked, in the last row on each page, make a total of the number of children present that day. Transfer these numbers from each page daily to the corresponding cells in Section 4, part D (Total Daily Attendance). In Section 4, part D, make a total of 'Girls' and 'Boys' for each age group and write the number in the appropriate age group for 'All Children'.

Section 4: (Preschool Education Activities)

In part A, 'List of activities conducted for PSE', record the daily preschool activities that you conduct. At the beginning of the month, in the first column, write down the names of all activities you plan to conduct during the whole month, as instructed. Every day, place a tick-mark against the name of the activity that you have conducted, in the column for that date. For activities not conducted, leave blank. For each day, count the total number of activities conducted on that day, and write this number in the last row of part A (Total number of activities conducted on each day).

4.6   What to do at the end of the month

At the end of each month, you will carry out three important tasks: making monthly totals on each page, completing Section 4 and copying names of all children correctly to the next month's sections.

a. Making Monthly Totals on each page:

Total number of days of PSE attended in the month (Column 9): For each child, count the number of days present as marked in the dates columns, and write the total number in Column 9.

Total daily attendance: Make a total of the numbers Column 9 in the last row. This total should match the total of the daily column totals from each date.

Total number of children absent throughout the month: Count the number of children on each page who were absent on all days of the month, and write the number in the cell at the left bottom corner of each page.

Total Admissions: Count the number of children admitted to primary school during the month (Column 11) and write this number in the last row of that column.

Number of children attended PSE for 16+ days: In column 9, you have counted the number of days during the month on which each child attended preschool education sessions in your AWC. Using these numbers, identify children on each page who attended on at least 16 days during the month. You can place small tick marks in cells in this column to identify them. Then, for each of the five categories of SC, ST, Other, Minority and Disabled (using the information marked in columns 6, 7, 8 for each child), count the number in each column who attended on 16 or more days. Record this number in the space provided for each category in the last row on each page.

b. Completing Section 4

Examine the numbers in the last row of part A (*Total number of activities conducted on each day*), and using these numbers, complete part B (*Number of days on which any PSE activity was conducted*) and part C (*Number of days on which at least 4 PSE activities were conducted*). Examine the daily attendance marked for each age group of boys and girls in part D. If there are any gaps, first fill them by referring to sections 1 and 2. Next, make any daily totals of boys and girls that were not made earlier, in the last rows of the page (*All children*).

Make row totals for each age group of 'Girls', 'Boys' and 'All children' in the last column of part D (*Total*).

c. Transferring names of children to the next month's sections

Every month, a few children will complete a full year, and so the names of children of different ages (3-4, 4-5, 5-6 years) will change every month. At the end of the month, you will transfer names of the children to the next month's sections, taking care to make these changes.

You will transfer names in the following order:

1. Section 2c (Boys, 5-6 years): Before transferring, examine the dates of birth, and mark those who have completed 6 years of age that month. Normally these will be the first few boys of the page. Excluding these, copy the names of the rest of the boys to Section 2c of the next month, in the same order as in the previous month.

2. Section 2b (Boys, 4-5 years): Examine the dates of birth, and mark those who have completed 5 years of age that month. Normally these will be the first few boys of the page. First, transfer these few names to the bottom of the list of Section 2c of the next month, since these boys now belong to that group. Next, transfer the remaining names to Section 2b of the next month.

3. Section 2a (Boys, 3-4 years): Examine the dates of birth, and mark those who have

completed 4 years of age that month. Normally these will be the first few boys of the page. First, transfer these few names to the bottom of the list of Section 2b of the next month, since these boys now belong to that group. Next, transfer the remaining names to Section 2a of the next month.

4. Next, identify boys from Section 2b of Register 3 (Food Distribution Register) who turned 3 years old the previous month, and copy these names in next month's Section 2a of Register 4, at the bottom of the list.

5. Repeat steps 1-4 for girls (Sections 1c, 1b, 1a).

Now, you are ready to start using the register in the new month.

4.7 Recording Preschool Attendance of Temporary Resident Children

All children under 3-6 years old living in your AWC area are eligible to participate in the preschool education activities of your AWC, irrespective of whether they are permanent or temporary residents. You can record Preschool Attendance of Temporary Resident Children in Section 3. The method of using Section 3 is similar to Sections 1 and 2. Numbers related to Temporary Resident Children from Section 3 should not be included in the numbers counted in part D of Section 4.

Before including the name of a Temporary Resident child in the Preschool Education Register, you should make sure that the name is included in the Family Details Register, and that a serial number has been assigned to the person. You will need the serial numbers when you enter the name in the Preschool Education Register.

Register 5
Pregnancy and Delivery

5.1 The purpose of this register

» to record details of services provided to all pregnant women in your AWC area, and their delivery status.

» To record details of births and newborn babies

5.2 How the register is organized and how long it will last

There is only one format or section in this register. It is meant to record services provided to each pregnant woman until she delivers. There is no need to change the register every month or every year. You can include as many pregnant women as will fit into the register. How long the register will last depends upon how many women in your AWC become pregnant every year. In most cases, the register will last at least 5 years.

All pregnant women, whether they are residents or temporary residents (such as daughters), should be included in the register, but on separate pages. It is best to start recording Resident women on the first page, and Temporary Residents (such as daughters) on the last page.

5.3 How to start using the register for the first time

You will probably already have an old pregnancy register when you get this new register. Make sure that all pregnant women from the old register as well as any others that are found at the time of updating the Family Details Register are all included in the new register.

Your Supervisor will teach you how to use the Transfer Sheet to do this correctly.

In brief, you will take the following steps, assuming that you have already created the Transfer Sheet:

1. Compare the old pregnancy register and the Transfer Sheet that you have created from the Family Details Register to make sure that there are no pregnant women left out from the Transfer Sheet.

2. Copy the names of all pregnant women from the Transfer Sheet to the new Pregnancy Register in the same order in which they appear in the Transfer Sheet, taking care to separate out resident women and temporary residents. Write the names of the resident women starting from the first page of the new register. Write the names of temporary residents starting from the last page of the new register. Circle 'Residents' or 'Temporary Residents' on the top of each page, as appropriate.

3. Copy all details of columns 5-11 from the old pregnancy register, as available.

Once all names and details are entered in the new register in this manner, you are ready to start using the new register.

5.4 What to fill in each column of the register

» **Column 1:** *Sl. No.* - Give a running serial number, starting with '1' on the first page. You can start with '1' again on April 1st every year. In this way, you will know at any time how many

new pregnancies have been registered during the year. Keep a separate serial number for temporary residents.

» **Columns 2, 3:** *Serial numbers* - Write as recorded in Register 1: Family Details register

» **Column 4,** *Name and Phone number* - Write the full name, including the name of the husband, in a manner that will help you identify the woman correctly. Include the phone number of the woman on which she can be contacted if need be.

» **Column 5,** *Date of Registration* - Write the date on which the woman was first detected by you as pregnant.

» **Column 6:** *Pregnancy Order* - Put the number of pregnancies the woman has had, including this one by asking her at the time of registration. This number would include any abortions and still births that the woman may have had, as well as children who are no more alive.

» **Column 7:** *Date of Last menstrual period (LMP):* Record this date as reported by the woman. Try and get as correct a date as possible. If the woman has become pregnant without menstruating again after her last pregnancy, leave this column blank.

» **Column 8:** *Expected Date of Delivery (EDD)* - Ask the ANM and fill this date. If the LMP is correctly known, use the EDD calculation table provided in the 'Tools'. to estimate the EDD yourself.

» **Column 9:** *TT doses* - Record the date on which the first and second doses of Tetanus Toxoid were given. If the woman is given only one TT dose because she had a previous dose within the last three years, then record the date of this dose in the space for the 2nd/booster dose, as a booster dose.

» **Column 10,** *Number of IFA tablets given*: Write the number of IFA tablets given each time by either you or the ANM/MPW/PHC here. Record the number of tablets given each time separately in the same space with a '+' sign in between the numbers. For instance, if 30 tablets were given every month for three months, write '30 + 30 + 30'.

» **Column 11,** *Antenatal check-ups and weight*: Record the date of antenatal check-up in the upper row, and weight in kg in the lower row. Record the date of the ANC check up when either blood pressure has been measured, or her abdomen has been examined. This may be done by the ANM or a doctor in a government or a public hospital or during VHNDs. If BP measurement or abdominal examinations have not been done during a check up, then do not record this as antenatal check up. Record weight whenever it is measured, not necessarily on the same day as the antenatal check-up.

» **Column 12,** *Date of Delivery, and Reported Month*: Record the date of delivery in the upper row as soon as you come to know of the delivery. Leave the lower row blank until the MPR for the month has been made. While making the MPR, write the month in which you reported the delivery in your MPR. Usually, you will report the delivery in the same month on which it has taken place, but sometimes, you may come to know about the date of delivery only after the reporting month is over. Writing the name of the reporting month helps you keep track of which month's report included which deliveries.

» **Column 13,** *Place of delivery*: Home/Institution: If the delivery was at home, write 'Home' in this column. In case the delivery was at an institution, write 'Institution' or 'Hospital', irrespective of whether it was private or government. You may write the name of the institution for your own record. If the delivery was conducted at home, but by a skilled attendant, you may want to write the name of the skilled attendant also, for your own record.

» **Column 14,** *Place of delivery*: *Village or Town*: Write the name of the village or town where delivery happened, such as the name of the town where the hospital is situated. This will be useful for birth certification purposes.

» **Column 15,** *Born live or dead*: Irrespective of the duration of pregnancy, record any child who exhibits any sign of life as a live birth, even if death occurs within a few minutes of birth.

Signs of life include spontaneous movement, crying, breathing or gasping, heart activity, pulsations of the umbilical cord, etc. Record any birth that results in a child without such signs of life as 'born dead', irrespective of the duration of pregnancy. If you did not observe the birth, ask the family or whoever was present at the time of birth. If the delivery occurred in a hospital, use the papers given to the family on discharge from the hospital.

» **Column 16,** *Sex (M/F)*: Record the sex of the child.

» **Column 17,** *Date of first weighing and First weight*: Record the date of first weight of the baby in the first row and the first weight (in kilograms) in the second row. Try and record the weight to the nearest 100 grams, as instructed.

» **Column 18,** *Serial number of child in family details register*: As soon as you record the delivery in this register, you also record the name of the child in the page of the corresponding family in the Family Details Register. Assign the child an appropriate serial number within the family. Mention this serial number in Column 18. At the same time, enter the name of the baby in a similar manner in the Immunization Register (No. 6), Vitamin A Bi-Annual Rounds Register (No. 7), Home Visits Planner (No. 8) and the Growth Records Register (No. 11). Initially, until the baby is given a name, you may record the name as 'son of ...' or 'daughter of ...'.

Remember:

In case of multiple births, such as twins, you will need to record all details in columns 13-18 separately for each birth and child. You may use a separate row in the same register to record all details, if there is not enough space in the same row as the mother's.

5.5   What to do at the end of each month

A number of details related to pregnancy registration and births will be required for reporting each month. You will use this register to make the monthly summary of events (Summaries Register – No. 10).

Register 6

Immunization and VHND

6.1   The purpose of this register

» to record immunization details of children and to record information on the Village Health and Nutrition Days and

» to know how many children are to be immunized during the month and which vaccines they are to be given.

6.2   How the register is organized and how long it will last

The register has two sections. Section 1 is for immunization records of individual children, Section 2 is for recording activities on the VHND. On each sheet of Section 2, you can record activities of six VHNDs. There are a total of 12 such sheets in the register. At the end of the register is a calendar for six years.

There is no need to change the register every month or every year. How long the register will last depends upon the number of children born every year in the area covered by your AWC. The register will last at least five years.

6.3   How to start using the register for the first time

To make sure that you follow up children until all their main vaccines are given, you need to follow up each child until s/he is two years old.

You will probably already have an old immunization register when you get this new register. So, you need to make sure that all children under two years old from your old register and any others that you found when you updated the Family Details Register are all included in the new register.

Your Supervisor will teach you how to use the Transfer Sheet to do this correctly.

In brief, you will take the following steps, assuming that you have already created the Transfer Sheet:

1. Compare the old immunization register and the Transfer Sheet that you have created from the Family Details Register to make sure that there are no children less than 2 years old left out from the Transfer Sheet.

2. Copy the names of all children less than two years old from the Transfer Sheet to the new Immunization Register in the same order in which they appear in the Transfer Sheet, taking care to separate out resident children and temporary residents. Write the names of the resident children starting from the first page of Section 1 of the new register. Write the names of temporary residents starting from the last page of Section 1 of the new register. Circle 'Residents' or 'Temporary Residents' on the top of each page, as appropriate.

3. Copy all details of columns 5-24 from the old immunization register, as available.

Once all names and details are entered in Section 1 of the new register in this manner, you are ready to start using the new register.

Section 2 can be used directly on the monthly immunization day or VHND every month, without any preparation.

6.4 Section 1: Immunization Records

What to fill in each column of Section 1 of the register

» Column 1, Serial number: Give a running serial number, starting with '1', separately for residents and temporary residents.

» Column 2, 3 Serial number of family and individual: Write as in Family Details Register. When a child is born, you should first enter the name of the child in the Family Details Register on the page belonging to the family, assign the child a serial number within the family, and then use these serial numbers here.

» Column 4, Name and Phone number: Write as in the Family Details Register

» Column 5, Sex: Record whether boy or girl

» Column 6: Date of Birth: Write the date of birth of the child.

» Column 7: Date of Inclusion in Register: Put the date on which the child's name was first added in the register.

» Columns 8 to 23: Vaccination details: Each vaccine cell has two rows. Enter the date on which the child was due for vaccination in the upper row and the actual date of vaccination in the lower row. See section on 'How to determine due dates for each vaccine', below. Once a due date has been assigned, do not change this date, even if the child fails to get immunized by this date.

» Column 24, Immunization Status on first birthday: Enter the date of the child's first birth day (one year after birth) in the upper row. This can be done on the day the child's name is first entered in the register. On the first birthday of the child, review the immunization status and enter "Y" if the child has been fully immunized by then, "N" if the child has not been fully immunized by then. Full immunization means receipt of BCG, three doses of DPT and OPV, and Measles vaccines. In States where HepB is also given, three doses of HepB should also be considered (Please follow State norms in this regard).

6.4.1 How to determine the due date for each vaccine

The dates that you write in the upper rows in the columns for each vaccine are meant for you to use to easily identify children due for vaccines on the fixed immunization day in your AWC. Thus, you should write only those dates as due dates in the upper row for each vaccine, which is a scheduled date for a fixed immunization session in your village.

As you are aware, a child becomes eligible for receiving a vaccine when s/he reaches a certain age. The vaccine schedule followed by the Government of India is shown in Table 6.1.

Table 6.1: National Immunization Schedule

Vaccine	Age at which the vaccine is due
BCG	At birth or as early as possible till 1 year of age
OPV0	At birth or as early as possible within the first 15 days
HepB0	At birth or as early as possible within 24 hours
DPT1	Six weeks after birth or later, not later than 7 years of age
OPV1	Six weeks after birth or later, not later than 5 years of age
HepB1	Six weeks after birth or later, not later than 1 year of age
DPT2	At least 4 weeks after DPT1, not later than 7 years of age
OPV2	At least 4 weeks after OPV1, not later than 5 years of age
HepB2	At least 4 weeks after HepB1, not later than 1 year of age
DPT3	At least 4 weeks after DPT2, not later than 7 years of age
OPV3	At least 4 weeks after OPV2, not later than 5 years of age
HepB3	At least 4 weeks after HepB2, not later than 1 year of age
Measles1	After completion of 9 months, at any time up to 5 years
Vitamin A 1st dose*	After completion of 9 months along with Measles 1.
Measles2	After completion of 16 months (1 year and 4 months), along with DPT and OPV booster and at least 4 weeks after Measles1, not later than 5 years of age
DPT booster	After completion of 16 months (1 years and 4 months) and at least 6 months after DPT3, not later than 7 years of age
OPV booster	After completion of 16 months (1 years and 4 months) and at least 6 months after OPV3, not later than 5 years of age
Japanese Encephalitis (JE)	In some districts in the country where this disease occurs, JE vaccine is given. It is given after completion of 16 months (1 years and 4 months), not later than 15 years of age.

*The 2nd to 9th doses of Vitamin A can be administered to children 1-5 years old during biannual rounds. These will be recorded in Reg 7.

You have to decide the due date of immunization for each child in your area, based on this schedule. However, the ANM 's decision will be final in this matter. You may follow these steps:

1. First, in the calendar at the back of the register, mark the dates of the fixed immunization days for your AWC by making a circle around the appropriate dates in the calendar. For instance, if the immunization day for your AWC is the Third Friday of every month, find the Third Friday of each month for the next one year, and circle each date. Any due date you enter in the register should be one of these immunization dates.

2. For each child, starting with the date of birth, you can use the calendar to easily count any number of weeks or months, and thus know when the child is due for the next vaccine.

3. For each vaccine for each child, determine the due date as instructed in Table 6.2:

Table 6.2: Instructions for calculation of due dates for each vaccine

Vaccine	Due date for your AWC
BCG	The first immunization date after birth. If a child has been immunized at birth, there is no need to estimate a due date.
OPV0	The first immunization date after birth, if this falls within 15 days of birth. Normally this dose is administered at birth to children born in institutions.
HepB0	This dose is administered within 24 hours of birth, so you need not calculate due date for this.
DPT1, OPV1, HepB1	The first immunization date after the child completes six weeks of age. Using the calendar, count six weeks after the date of birth, and find the first immunization date for your AWC after that. This can be assigned at birth.
DPT2, OPV2, HepB2	The first immunization date at least 4 weeks after the child has received DPT1, OPV1 and HepB1. Using the calendar, count four weeks after the date of giving DPT1, OPV1, HepB1, and find the first immunization date for your AWC after that. This can be assigned only after administration of DPT1, OPV1, HepB1.
DPT3, OPV3, HepB3	The first immunization date at least 4 weeks after the child has received DPT2, OPV2 and HepB2. Using the calendar, count four weeks after the date of giving DPT2, OPV2, HepB2, and find the first immunization date for your AWC after that. This can be assigned only after administration of DPT2, OPV2, HepB2.
Measles1, Vitamin A 1st dose	The first immunization date after the child completes 9 months of age. Using the calendar, count 9 months after the date of birth, and find the first immunization date for your AWC after that. This can be assigned at birth.
DPT Booster	The first immunization date after the child completes 16 months of age. Using the calendar, count 16 months after the date of birth, and find the first immunization date for your AWC after that. This can be assigned at birth, but before administering the vaccine, check to make sure that DPT3 was administered more than 6 months earlier. OPV Booster can be administered along with DPT Booster.
Measles 2	The first immunization date after the child completes 16 months of age. Using the calendar, count 16 months after the date of birth, and find the first immunization date for your AWC after that. This can be assigned at birth, but before administering the vaccine, check to make sure that Measles1 was administered more than 4 weeks earlier.

Box 6.1: About Pentavalent Vaccine

(For States where the new pentavalent vaccine is being introduced)

» The vaccine includes DPT, HepB and a new vaccine for meningitis and pneumonia, HiB. Three doses of this vaccine will therefore be given in place of three doses of DPT and HepB.

» The schedule for this vaccine is the same as for the first three doses of DPT

» Record the vaccine in the same columns as DPT1, DPT2, DPT3, changing the Column headers to 'PVV': PVV1, PVV2, PVV3. You can make this change by hand, if this is not already printed. The HepB1, HepB2 and HepB3 doses will not be given separately, so the columns should be left blank.

» Calculate the due dates for this vaccine exactly as in the case of the first three doses of DPT.

» In addition to PVV, HepB 0 dose at birth, and DPT booster will be given as before.

6.5   Section 2: VHND Records

This section is used to record activities conducted on the Village Health and Nutrition Days (VHNDs) in your AWC each month.

6.5.1   What to write in each row of Section 2

On each sheet of Section 2, there are six columns where you can fill information about VHND each month for six months. The first column has the list of information that you will fill each month.

» **Row 1, VHND planned on**: Write the date in which the fixed VHND was scheduled to be held.

» **Row 2, VHND conducted on**: Write the date in which the VHND was actually held in that month.

» **Rows 3, 4, 5, 6, AWW, ICDS supervisors, ASHA, ANM/MPW**: Circle 'Y' if present at your centre on the VHND, 'N' if absent.

» **Row 6a, Name of ANM/MPW who were present**: Write the names of the ANM and MPW who were present on the VHND.

» **Rows 7, 7a-f, Group nutrition and health education**: Circle 'Y' if group nutrition and health education was conducted. If conducted, write the numbers of each category of persons present, in rows 7a-f.

» **Rows 7g-i, Topics Discussed**: Write the names of the topics discussed during the group nutrition and health education session that day.

» **Rows 8, 8a-c, Demonstration Conducted**: Circle 'Y' if any practical demonstration was conducted that day, such as how to feed children, or how to take care of a newborn baby. Mention the topics covered during the demonstration in rows 8a-c.

» **Rows 9-13**: Circle 'Y' if any of these activities were conducted on that day.

» **Rows 14a-c, Due list preparation**: Circle 'Y' if any of the mentioned due lists were prepared before the session. If you have used the due dates in Section 1 for identifying children to call for vaccines and vitamin A first dose, you may mark the vaccines and vitamin A due lists as 'Y'.

» **Rows 15a-m, children due for each vaccine vs children immunized**: Using the due dates marked in Section 1, count the number of children due for each vaccine that day, and write in the column, 'Number due today', for each vaccine. You can use the second column, 'Number immunized today' to keep a tally-mark of each vaccine as it administered during the day. If the ANM is present and keeping a full record of vaccines due and administered, you need not record anything in these rows.

» **Rows 16a-e, Names of village leaders/panchayat members/Village Health, Sanitation and Nutrition Committee (VHSNC) members**: Write the names of any village leader/VHSNC Member who was present for any length of time during the VHND.

» **Row 17, scheduled date of next VHND**: Write the date of next planned VHND at your centre, after confirming with the ANM. This date will be the same date as written in Row 1, 'VHND scheduled on' for the next month.

» **Rows 18a-c, whether a due list has been prepared for the next VHND**: Circle 'Y' for each of the three items mentioned if due dates have been assigned.

6.6   Six-year Calendar

For detailed instructions on how to use the calendar, refer to 'Instructions for use of Tools'.

6.7   How to use the immunization register on the fixed immunization day of your Centre

Once you have created the register correctly, and written all the due dates correctly, you are ready to use the register on the VHND to make sure that all children are immunized in a timely manner.

6.7.1   Before the immunization session begins

Examine the register to identify children due for immunization. If you have written all the due dates correctly, this becomes very simple. In any column or row, if there is a cell where the upper row (due date) is filled but the lower row (actual date of immunization) is not filled, then that child is due for immunization today. If you are going to send out someone to call these children, you may make a rough list of such children on a piece of paper and hand it over to this person. As soon as you know that the ANM and the vaccines have arrived in the village, you can start calling these children.

At the beginning of the session, count the number of each vaccine due to be given that day, and write in Section 2, Rows 15a-m. Include all children with a due date of that day or earlier, with the lower row blank.

6.7.2   During the immunization session

As each child is immunized during the session, write the date of immunization (lower row) in the correct vaccine column for that child. While doing this, keep a check to make sure that each child is given all the vaccines due on that date, and nothing is left out. At the same time, you may also keep a tally mark (////) in the second column of the rows 15a-m in Section 2 of the register. For each child, after the vaccine has been administered, determine the next due vaccine and due date of the next dose. Write this date in the upper row of the corresponding vaccine column, and inform the family about this date. Make an entry in the child's vaccine card or in the Mother & Child Protection Card if the ANM has not already made it.

Half way through the session, check to see if all children you had called have arrived at the session site. Make a fresh list of children who have not yet come to the session, and send someone again to call them.

6.7.3   At the end of the immunization session

After the immunization session is over, match the records in your immunization register to the records in the ANM's immunization register, and make sure that there are no differences.

Examine the register quickly to make sure that the next due dates for all children have been identified and written correctly.

6.8   What to do at the end of each month

At the end of each month, you should check and fill Column 24 of Section 1, to see if children who completed 1 year that month have completed all their vaccines.

By looking down through Column 24, where you have already written the date of the first birthday of each child, you will easily identify the few children (usually not more than 3 each month) who completed their first birthday during the reporting month. For each such child, go through the columns of BCG, DPT3, OPV3 and Measles1, and see if the child has received each of these vaccines. If the child has received these vaccines, write 'Y' in the lower cell of Column 24 for that child.

Count the number of children who had their first birthday during the month. Count how many of them you have marked 'Y' in column 24. These are the only two figures you need to report for immunization every month. See instructions for the Summaries Register and MPR for details.

Register 7

Vitamin A Biannual Rounds

7.1 The purpose of this register
» To record biannual Vitamin A doses given to the children.
» To know how many children are to be given Vitamin A doses this month.

7.2 How the register is organized and how long it will last
This register is meant to keep a record of vitamin A doses given to each child every six months, starting with the second dose. There is only one format in the register. How long the register lasts depends upon the number of children born each year in your AWC area. In most cases, the register will last at least 5 years.

7.3 How to start using the register for the first time
To make sure that you follow up children until each child has received all doses of vitamin A, you need to follow up each child until is the age of five years.

You may have been previously recording the 2nd-9th doses of vitamin A in your old immunization register. This is the first time you have a separate register for only vitamin A. This will make it possible for you to know which child has been given how many doses of Vitamin A.

To start using the register, you need to make sure that all children 1-5 years old are included in this register. Your supervisor will teach you how to use the Transfer Sheet to do this correctly.

In brief, you will take the following steps, assuming that you have already created the Transfer Sheet:
» Copy the names of all children 1-5 years old from the transfer sheet to the new Vitamin A Register in the same order in which they appear in the Transfer Sheet. Take care to separate out resident children and temporary residents. Write the names of the resident children starting from the first page of the new register. Write the names of temporary residents starting from the last page of the new register. Circle 'Residents' or 'Temporary Residents' on the top of each page, as appropriate.
» Copy all details of columns 7-14 from the old immunization register, as available. It may be possible that you do not have any record with you to know which child has received how many doses till now. Whenever you do not have information beyond a particular dose of vaccine, you may assume that the child has yet to receive doses corresponding to her / his age. For instance, if a child has just completed 3 years of age, and you do not know how many doses have been given to the child, assume that s/he has been given up to the fourth dose, and mark accordingly.

Once all names and details are entered in the new register in this manner, you are ready to start using the register.

7.4   What to fill in each column of the register

» Column 1to 6: Write as recorded in Register 1: Family Details register. As more children are born, add the name of the child to the register immediately after the birth.

» Columns 7-14, Details of doses given: Write the month and year on which the child is due for a dose in the upper row and the actual date when the child is given the dose in the lower row. The due dates will be the planned dates for biannual rounds. Even if you do not know the exact date, you can simply write the name of the next biannual month on which the child's next dose is due.

The second dose becomes due six months after the first dose. Thus, the due month of the second dose is the first biannual month after the child completes 15 months of age. Every dose after the second is due in six months after the previous dose.

If de-worming is done along with administration of Vitamin A dose, please put a tick mark '√' in the lower row to indicate that de-worming was also done on the same date.

7.5   How to use the register during biannual rounds

During biannual rounds, you need not make a fresh listing of all children all over again, since you now have a register for this purpose. Just make sure that the names of all children 1-5 years old are included in the register.

As and when a child is administered a dose of vitamin A, record the date in the lower row of the column corresponding to that dose, and immediately mark the next dose as due in the next biannual month.

If a child is also de-wormed at the same time, place a tick mark in the lower row in addition to recording the date, to indicate that an additional service has been provided.

You do not need to make any regular reports based on this register.

Register 8

Home Visits Planner

8.1   The purpose of this register

Most of the health problems that mothers and children face occur during pregnancy and until the child is about two years old. This is the period when most deaths occur among women and children. This is also the period when most children become malnourished. By paying close attention to the care of mothers and children during this period, you can prevent many of the deaths and a lot of the malnutrition. To do this, you have to meet the families of pregnant women and young children regularly and give them advice about how to take care of mothers and children.

The purpose of this register is to help you choose whom you must meet at home, during what period of pregnancy or childhood, and what to talk to them about. In this way, this register is a planner. If you use this planner carefully, you will be able to complete this important work by making just 1 or 2 home visits each day.

8.2   How this register is organized and how long it will last

There are two sections in this register.

Section 1 is for the purpose of planning your home visits during pregnancy and up to 24 months after delivery, and for recording the home visits you make. This register is similar to the pregnancy and immunization registers. Each row in the register is for one pregnant woman and her child. There are six rows in each page. On each page, you can follow up six pregnant women for about two and a half years, until their children are two years old.

Section 2 is for the purpose of recording more details of specific children who are already severely underweight, as you follow them up until the child's nutritional status improves.

At the end of the register, there is a Checklist of Messages, which you can use to remember what to talk about when you make home visits at different times of pregnancy and to children of different age groups.

How long the register lasts depends upon the number of children born each year in your AWC area. In most cases, you will be able to keep adding new pregnant women and their children for at least five years.

8.3   How to start using this planner-register for the first time

You probably had a simple daily diary previously, in which you used to record your home visits. This planner register is to be used in the place of using your daily diary to plan and record home visits.

Your Supervisor will teach you how to use the Transfer Sheet to start using Section 1 for the first time. In brief, if you have already created the Transfer Sheet, you will use the following steps:

1.   First, copy the names of all children less than 1 year old from the transfer sheet to Section

1 of the home visit planner-register in the same order in which they appear in the Transfer Sheet. Start from the first page of the planner-register for resident children, with the name of the oldest child. Write down the date of birth of each child in the space provided for 'Date of Delivery'. Make sure that the oldest child is at the top of the first page of the register and the most recently born child is at the end of the list. Write the name of the child and the name of his/her mother in Column 2, and their serial numbers in Column 1, as indicated.

2. Next, copy the names of all pregnant women from the Transfer Sheet, starting immediately after the name of the last child listed. Write their serial numbers and EDD in Columns 1 and 2.

3. Similarly, list all the temporary resident women and children at the end, starting from the last page of the section.

4. Next, fill out the spaces for "calendar month" in each cell, for each woman and child:

   a. For each child, write the name of the calendar month of birth (such as Jan, Feb, Mar) in the cell under Column 5. Then, write the names of the calendar months for the rest of the columns after Column 5, in the same row.

> **Example**
>
> If a child was born on 10th March, write "Mar" in the space for calendar month in Column 5. Then write "11 to 16 Mar" in the same space in Column 6 (First week), "17 Mar to 9 Apr" for Column 7 (First month), "Apr-May-Jun-Jul-Aug" in Column 8 (five months from the 2nd to the 6th), "Sep-Oct-Nov" in Column 9 (three months from the 7th to the 9th), and so on until Column 12.

   b. For each pregnant woman for whom you know the EDD, write the name of the calendar months of her last trimester in Column 4, and the calendar months of her second trimester in Column 3.

> **Example**
>
> If the EDD is 20 November, count three months before that date, and write "Sep-Oct-Nov" in Column 4 (7th-9th month of pregnancy). Count another three months before that and write "Jun-Jul-Aug" in Column 3 (4th-6th month). If you do not know the exact EDD, either ask the ANM for the EDD, or use the approximate month as told by the pregnant woman.

Section 2 is meant for tracking children whom you have identified as severely underweight.

To start using Section 2, write down the serial numbers and names of all children in your centre who are severely underweight at present, in Columns 1 and 2. Also write the present age of the child, and the date on which you first identified the child as severely underweight, in Column 2.

Once you have finished writing names and other details, the register is ready for use.

8.4   What to write in each column of the register

8.4.1   Section 1

Column 1, Serial number of family and individual: Write as in the Family Details Register. When the pregnant woman is first registered, write the serial number of the woman. When she delivers, add the serial number of the baby.

Column 2, Names of Mothers and Children: Write names as in the pregnancy and immunization registers. Until a name has been given to the child, write 'son of' or 'daughter of' as appropriate.

Columns 3-12: Each column is meant for a particular period between pregnancy and the first two years after childbirth. The period is indicated at the top of each column. The number of expected home visits during each period is also indicated.

Each cell has two rows. The smaller, upper row is for writing the calendar months corresponding to the age as indicated at the top of each column. This has been described earlier. The larger, lower space is for you to write the date of the home visit and then write or mark whatever else is useful to you. For instance, this could be a note of any problem you observed during the home visit, which you think you need to remember when you visit the same family again. There is no need to write anything other than the date, if you have observed no problem or if there is nothing important which you need to follow up.

There are no totals to be made in this Section.

8.4.2   Section 2

Columns 1 and 2: Write as described earlier.

Columns 3-8: These columns are spaces for you to make notes during home visits to the children.

Each cell has two rows. The smaller, upper row is meant for writing the weight and nutritional grade of the child on the day of the visit. The larger, lower row is for writing the date of the actual visit, as well as for making any other notes as you need to.

There are no totals to be made in this Section.

8.5   How to use the planner-register for planning and recording home visits

8.5.1   Section 1: Planning and Making Home Visits to Pregnant Women and children 0-2 years old

In each column header, the number of suggested home visits for each period of pregnancy and childhood is mentioned. Start making home visits accordingly to each woman and child.

Whenever you make a visit to a family, write at least the date of the visit in the appropriate column. In addition, you may write a few words or mark a cell in your own way to remind yourself of something that you need to follow up.

The main use of the planner is to help you decide whom to visit today, and what to do during the visit. There are two questions that you should answer for yourself, to choose the mothers and children to visit today:

1. Who are the mothers and children whom I should have visited this month, but have not yet done so?
2. Among such mothers and children, who need my attention the most?

You will find answers to these questions if you open and examine your planner-register carefully:

1. First, look under Columns 4, 5 and 6 to see who are the mothers and children where today's date or month has been mentioned in the row, 'calendar month', in each cell. If you have written the names of mothers and children in the correct order, you will find such mothers and children next to each other, spread over 1 or 2 pages of the register.
2. Examine the cells of these mothers and children and identify mothers where you have not yet made the suggested number of visits in the given period. Any mother or child in these three columns whom you have not yet visited as often as suggested, is a high priority. It is easy to find those whom you have not visited at all, because the cells will be blank. You should plan to visit them first. Most of the complications because of which mothers and newborn babies die occur during this period – the last few months of pregnancy, and the first week after delivery. The most important matters you should discuss during these visits are:
   - Column 4, Third Trimester of pregnancy: Ensuring that the family is prepared for the coming delivery, and to cope with any emergency that may arise. Ensuring IFA and check ups are complete.
   - Column 5, Day of Birth: Ensuring that you are present at birth, or visit as soon as possible after birth. Ensuring that the family is taking care of the mother and newborn baby correctly, as planned. Ensuring that you identify any baby who is weak from birth – either born too early, having birth weight below 2 kg, or not breastfeeding well from the time of birth. Ensuring that such babies are provided special care.
   - Column 6, First week after delivery: Ensuring that the family is aware of danger signs in the mother and baby, and that they act immediately when they find such signs.
   You can find details of messages in the 'Checklist of Messages' at the end of the register.
3. Next, flip through the remaining pages of the register to see if you have made notes in any cell that requires follow up today. If your notes indicate that you should visit such mothers and children, you can plan to visit them today. This will include children who are severely underweight, whose details you can record in Section 2.
4. If there are no high priority visits remaining in columns 4, 5 and 6, you can choose other mothers and children to visit. The suggested priority for the remaining columns is as follows:
   - Column 7: Infants, 8-30 days after delivery: Ensuring that newborn care is being provided correctly, particularly to those babies who are born weak. Ensuring that the couple begins planning for the next child, and decide on the method of family planning.
   - Column 9: Infants, 6-8 months old: Ensuring that complementary feeding is started and correctly given, and the infant is habituated to eating adequately by the time s/he is 9 months old.
   - Column 8: Infants, 1-5 months old -: Ensuring exclusive breastfeeding and immunization. Ensuring that some method of family planning has been adopted.
   - Column 3, second trimester of pregnancy: Ensuring adequate diet and rest, IFA, TT given and check-ups started.

If you follow this method, you will find that you are able to make the number of suggested visits to all mothers and children by making only 1-2 home visits a day. Of course, you will make additional visits to anyone who is in need.

8.5.2   Section 2:

In this section, record the details of the severely underweight child visited by you. . These details could include the weight gain of the child, what the child is eating, whether the child has fallen ill, whether the child has gone to the hospital as referred, etc. Advise the family accordingly, and make a note in Section 1 about when you should next visit the family.

8.6   When to add new pregnant women to the register

When you come to know that a woman is pregnant, write the name of the woman in the Pregnancy & Delivery Register (No. 5) and the Supplementary Food Distribution Register (No. 3). At the same time, you should add her name to the Home Visits Planner Register.

8.7   What to do at the end of the month

You do not need to make any report from this register. However, you can refer to this register when filling up Section 13 of the MPR, 'Analysis of important behaviours and services' each month.

Register 9
Referrals

9.1   The purpose of this register

» To record the names and details of people with illnesses whom you see and treat or refer.
» To follow up children and mothers whom you refer to health facilities.

9.2   How the register is organized and how long it will last

There are three sections in the register:

Section 1 is for recording details of children who fall sick

Section 2 is for recording the details of Pregnant and Lactating women who have health problems or complications

Section 3 is for recording details of any other persons who fall ill and report to you.

The register is expected to last about 5 years.

Where C-IMNCI training has been completed, and separate printed registers are available, Section 1 of this register does not need to be used.

9.3   What to fill in each column of the register

9.3.1   Section 1: Referral Services – Children

When a child under 6 years old falls ill, you will record details in this register. Each row is for one episode of illness of a child. If a child falls sick again, use a separate row.
» **Column 1, Serial no**: Write a running serial number, starting with '1' for each month.
» **Column 2, 3, 4 & 6**: Write as recorded in Register 1: Family Details register
» **Column 5, Age**: Write the age in completed years and months on the day when you first saw the child for the current illness.
» **Column 7, Date first seen for the current illness**: Write the date of when this current illness was reported for the first time.
» **Column 8-14, Health Problem**: After observing the child and talking to the parents, decide what problem the child has. Mark the health problems of the child with a tick mark (√) under the appropriate column.

> ### Box 9.1 Important Health Problems of Children
>
> There are only a few illnesses that are responsible for most of the deaths in children, and so these are considered dangerous. In the first month of life, there are three main causes of death: asphyxia (where the baby does not cry or breathe at birth), prematurity and severe infection or septicemia. After the first month, the main cause of deaths in children in our country are diarrhoea, pneumonia and malaria. Children who are malnourished are more likely to die from any cause than those who are well nourished, so malnutrition is considered an important cause of death. Every month, at least 2-3 children in your village will experience illnesses that require special care.
>
> Together, these illnesses are responsible for 9 out of every 10 child deaths, so if we are able to take care of these illnesses, we can save many lives. It is possible for you to save lives by recognizing and referring children with any of these illnesses. The most important reason for death among these children is delay in recognizing the problem, or in seeking care or in getting care even after reaching the hospital. So, it is extremely important to make sure that everyone caring for the child knows about that such a problem might occur, and act quickly when they recognize a problem.

» **Column 15, Treatment Details**: Write the treatment given by you in brief. You will give treatment as per the training provided to you.

» **Column 16, Referred to**: Put the type of health facility to which the child was referred for its health problem.

» **Column17, Referred on**: Write the date on which the child was referred to the health facility

» **Column 18, Whether reached a facility:** If the child reached a health facility, write 'Yes', otherwise write 'No'.

» **Column 19-22, Status on next reporting date**: Put a '√' mark on health status of the child on next reporting date, that is, the date when you next see the child. The status of the child can be - fully cured, partly recovered, no change, or dead.

9.3.2   Section 2: Referral Services – Pregnant and Lactating Women

When a pregnant or lactating woman has a problem, you can record the details of the problem in this section.

» **Column 1, Serial number:** Give a running serial number, starting with '1' for each month.

» **Column 2, 3, & 4:** Write as recorded in Register 1: Family Details register

» **Column5-10, Health Problem:** Put a tick mark (√) in the appropriate columns, as seen or told by the pregnant/ lactating woman.

» **Column 11, Treatment details**: write the treatment given to the woman for the health problem. You will give treatment as per the training provided to you.

» **Column 12, Referred to**: Put the type of health facility to which the woman was referred for her health problem

» **Column 13, Referred on**: Write the date on which the woman was referred to the health facility

» **Column 14, Whether reached a facility:** If the woman reached a health facility, write 'Yes', otherwise write 'No.

» **Column 15-18, Status on next reporting date**: Put a tick mark (√)on the health status of the woman on next reporting date. The status of the woman can be - fully cured, partly recovered, no change, or dead.

> **Box 9.2 Important Health Problems of Mothers**
>
> There are just a few problems that lead to maternal death, and so these are considered dangerous. Bleeding during or immediately after delivery is often the commonest cause of death. Other problems that can kill are eclampsia (where the mother has convulsions or becomes unconscious), prolonged labor, problems related to abortions and severe infection of the internal genital organs soon after birth (which causes high fever, foul smelling discharge and painful urination after birth). Severe anemia, malaria and hepatitis (jaundice) also often cause death among pregnant women in our country. About one in ten pregnancies develops a complication like these.
>
> Together, these illnesses are responsible for 8-9 out of every 10 maternal deaths, so if we are able to take care of these, we can save many lives. It is possible for you to save lives by recognizing and referring women with such problems to the nearest hospital where cesarian section operations and blood transfusion are available. The most important reason for death among these women is delay in recognizing the problem, or in seeking care or in getting care even after reaching the hospital. So, it is extremely important to make sure that everyone caring for the woman knows how to recognize a problem and act quickly to reach the correct hospital.

9.3.3 Section 3: Referral Services – Others

This section contains the list of persons other than children less than six years old, and pregnant and lactating women, whom you treat or refer.

- » **Column 1, Serial number**: Give a running serial number, starting with '1' for each month.
- » **Column 2, 3, 4 and 6**: Write as recorded in Register 1: Family Details register
- » **Column 5, Age**: Age as on the date seen by you.
- » **Column 7, Health Problem**: Write the health problem as seen by you or told to you.
- » **Column 8,Treatment details**: Write the treatment provided for the health problem. You will give treatment as per the training provided to you.
- » **Column 9, Referred to**: Write the type of health facility to which the person was referred for their health problem. SHC=1, PHC=2, CHC=3, Private Hospital=4
- » **Column 10, Referred on**: Write the date on which the person was referred to the health facility.
- » **Column 11, Whether reached a facility**: If the person reached a health facility, write 'Yes', otherwise write 'No.
- » **Column 12-15, Status on next reporting date**: Put a '√' mark on health status of the person on next reporting date. The status of the person can be - fully cured, partly recovered, no change, or dead.

9.4   What to do at the end of the month

At the end of each month, for reporting in Section 10 of the MPR, you will use Section 1 and Section 2 to count the number of cases of different illnesses or problems in children and women whom you have referred during the month.

10

Register 10

Summaries (Monthly & Annual)

10.1   The purpose of the register

1.   To help you make the MPR easily.
2.   The summaries register has a copy of all the main numbers you report in the MPR. You can use this for your own reference or during meetings and discussions.
3.   To maintain lists of disabled children and lists of all deaths occurring in your AWC area.

10.2   How the register is organized and how long it will last

There are eight sections of the register:

Section 1, Population Totals: Every April, after updating the Family Details Register, you will update the number of persons living in each household. You will write in this section with a pencil and update it every year, so this will last many years.

Section 2, List of disabled children: Every April, you will update this list. Like Section 1, this will also last many years.

Section 3, Annual Population Summary of ICDS Beneficiaries: Every April, after updating Section 1 and 2, you will make totals of different age groups and categories in this section. This Section will last six years.

Section 4, Monthly summary of events: Every month, you will use a number of registers, including the Pregnancy register, Section 8 of the Summaries register, and the Family Details register to make monthly totals of important events such as births, deaths and migrations. On each sheet, you can make monthly summaries for one year. This section will last six years.

Section 5, Supplementary Feeding Monthly Summary: Every month, you will use Register 3 to make totals of women and children availing of supplementary feeding at your AWC. On each page, you can make monthly summaries for three months. This section will last six years.

Section 6, Preschool Education Monthly Summary: Every month, you will use Register 4 to make totals of children who availed Preschool Education at your centre, as well as a summary of Preschool Education Activities you conducted. On each sheet you can make monthly summaries for six months. This section will last for six years.

Section 7, Monthly full immunization status: Every month, you will use Register 6 to make totals of children who completed one year during that month and were fully immunized by then. This section will last for six years.

Section 8, Record of Deaths: This section is like a register, where you will record all deaths that occur in your AWC area, separately for residents and temporary residents. How long this section will last

depends on the number of deaths occurring in your AWC area each year. In most cases, this section will last for six years.

10.3 How to use each section

10.3.1 SECTION 1: POPULATION TOTALS

10.3.1 1 How this section is organized and what to write in each column

This section is for making a list of all households, and counting the number of persons in different age groups, as on the 1st of April each year. Use a pencil to fill in this section.

Write the year at the top of the sheet.

Each row is for one household. Each sheet can accommodate 20 households.

Each sheet is meant for one of the categories, SC, ST or Others. Thus, you will make a list of households belonging to each of these three categories on separate sheets. You will circle the name of the category at the top of the sheet to indicate which category of households are listed in that sheet.

Religious Minorities need to be counted separately as well. Thus, you will list households belonging to religious Minorities again, on a separate sheet. You will circle the category 'Minorities' on the top of this sheet. Thus, you will include Minorities in the list of ST or SC or Others, as the case may be, as well as list them again in a separate sheet as 'Minorities'.

Columns 1, 2: Write as in the Family Details Register

Column 3: Write the total number of male and female persons in the household

Columns 4-8: In each column, write the number of girls and boys in the age groups indicated in the column headers.

Column 9: Write the total number of girls and boys 0-6 years old in the household. This is the total of columns 4 to 8.

Columns 10 and 11: The number of Pregnant and Lactating women in the household as on the 1st of April, or at the time of making the population totals.

Column 12, Total ICDS Beneficiaries: Write the total of columns 9, 10 and 11 in this column.

Column 13: Write the total number of Adolescent Girls in the Household in this column. Adolescent girls are girls aged 11 to 18 years.

10.3.1.2 How to use this section for the first time

You may use this section for the first time as soon as you have made the new Family Details Register. You will enter details from one household from the Family Details Register in one row of this Section. Your Supervisor will tell you how to do this for the first time. In brief, you will follow these steps:
1. Sit with the updated Family Details Register and the Summaries Register.
2. Go through the pages of the Family Details Register and count the number of ST and SC households in the register. From the total households, subtract this number to get the total

number of households of 'Other' category. This will tell you how many sheets of Section 1 of the Summaries Register you will require for each of the three categories. Mark the appropriate number of sheets as 'ST', 'SC' or 'Other', in sequence by circling the category names at the top of the sheets.

Example:

If the total number of households in your Family Details Register in the ST category is 33, the number in SC category is 21, and the total number of households in the register is 168, then the number of households of the 'Other' category is 168 – (33+21) = 114.

Thus, you need to list 33 ST, 21 SC and 114 Other households in Section 1, on separate sheets. Since each sheet of Section 1 can accommodate 20 households, you will require 2 sheets for ST, 2 sheets for SC and 6 sheets for Other categories, respectively.

Mark the first two sheets of Section 1 as 'ST', the next two sheets as 'SC' and the next six sheets as 'Other'.

3. Start from the first household listed in your Family Details Register. Note whether the household is ST or SC or Other, and enter details of the households in the corresponding sheet of Section 1. Write down the Serial number of the family and the name of the head of the household in the first row of this sheet.

4. Count the total number of males and females in the household and write these in columns 3a and 3b.

5. Then, look for children under 6 years old, in the Age column of the Family Details Register. The Age is recorded in years and months. Use this age to determine which column of Section 1 each child belongs to.

6. First, count girls from 0 to 5 months old in the household, and write the total in column 4a. If there are no girls in this age group, write '0'. Next, do the same for boys 0-5 months old and write this total in column 4b.

7. Next, repeat this for girls and boys 6-11 months old, then for girls and boys 1 year to 2 years 11 months old, then for girls and boys 3 years to 4 years and 11 months old, and finally for girls and boys 5 years to 5 years and 11 months old.

8. Write the number of pregnant and lactating women in the household in columns 10 and 11.

9. Write the number of adolescent girls in the household in column 13.

10. Then, take up the next household, and repeat all the steps above. Take care to enter the details in the sheet belonging to the correct category.

11. Once you have completed all three categories of households in this manner, make totals in columns 9 and 12. For each household, make a total of 4a, 5a, 6a and 7a and write this number in column 9a. Make a total of 4b, 5b, 6b and 7b and make a total in column 9b. Next, make a total of 9a, 10 and 11 and write this in column 12b. Copy the number written in column 9b in column 12a.

12. After completing this process for all households listed in the Family Details Register, note whether there are any religious minorities in your Family Details Register. If there are, mark a fresh sheet in the section as 'Minorities'. Then, copy details of the corresponding household from the ST or SC or Other category sheets to the 'Minorities' sheet.

13. After all the totals are made in columns 9 and 12, make page totals of each column in the 'Totals' row at the bottom of each page.

Remember:

Do not fill or update Section 1 until you have updated the Family Details Register.

10.3.1.3   How to update Section 1 every April

Every April, after the Family Details Register has been updated, sit with the Family Details Register and the Summaries Register to update Section 1.

Go through the Family Details Register page by page, and check the totals of each household in the Summaries Register. Check all columns (4, 5, 6, 7, 8, 10, 11, 13) by counting persons of each age group in the Family Details Register. When there is a change to be made, use an eraser to erase the number to be changed in Section 1, and write the new number. Do this for all households in the register.

Once details of each household in all four categories have been updated, erase and recalculate page totals in the last row of each page of Section 1.

You need to update this Section only once, in April every year. You do not need to update it again during the year.

10.3.2 SECTION 2: LIST OF DISABLED CHILDREN

10.3.2.1   How this section is organized and what to write in each column

This section is for making a complete list of all disabled children in your AWC area, and counting them.

Write everything in this section with a pencil, because you will update the details every April in the same sheets.

Write the year at the top of the sheet.

Each row is for one disabled child. Each sheet can accommodate 20 disabled children.
- » **Column 1**: Running serial number, starting with 1.
- » **Column 2 to 6**: Write as recorded in the Family Details Register.
- » **Column 7 to Colum 16**: Tick-mark ('√') the type of disability columns that pertain to the child, as recorded in the Family Details Register. In case a child has more than one disability, mark all.
- » **Columns 17-19**: Tick-mark ST, SC or Other as the case may be.
- » **Column 20**: If the child belongs to a religious minority, tick mark this column.
- » **Column 21-30**: According to the age of the child, tick-mark ('√') the column of the age group of the disabled child.

10.3.2.2   How to use this section for the first time:

You may use this for the first time as soon as you have made the new Family Details Register. You will find children with disabilities from households in the Family Details Register and enter the details of each child in this section:

Start with the first household in the Family Details Register, and look for a child with disability (column 11 of the Family Details Register). If found, enter details in this section of the Summaries Register in the first row, filling the columns as described above. If not found, go to the next household.

Once you have completed making the list, make page totals in the 'Totals' row at the bottom of each sheet, by counting the number of tick-marked children in each column.

You need to update this section once a year. If you find a new disabled child in between, you can mark the child as disabled in the Family Details Register, but you need not alter Section 2 of the Summaries Register immediately.

This section should be updated only once a year, in April, after the Family Details Register has been updated.

> Remember:
>
> Always write in Sections 1 and 2 with a pencil only. If you write with a pen, you will not be able to update the totals every year.

10.3.3 Section 3: Annual Population Summary for ICDS Beneficiaries

10.3.3.1   How this section is organized

There is one single sheet in this section. There are six tables on the sheet, one for each year. One sheet lasts for six years.

Each table has six rows, and 10 columns.

The rows are different social groups, ST, SC, Other, Minority and Disabled. The fourth row is 'Total', which is for making a total of numbers in ST, SC and Other categories.

The columns are different age and sex groups of children and women.   These groups are the same groups as in the columns of Section 1 of this register.

This sheet helps you make the annual summary of the total population and divided by SC, ST, others in different age groups by sex. You will update this section once a year in April, after completing Sections 1 and 2 of this register.

You will need to make a copy of this table and submit it once a year in your ASR.

10.3.3.2   What to fill in each cell of the table in Section 3.

Each cell in this Section is the total number of children or women in your AWC area belonging to one social group and one age and sex group. You will use page totals from different sheets of either Section 1 or Section 2 to fill each cell of the table in Section 3. Your Supervisor will show you in detail how to do this. In brief, you will follow these steps:

1. First, write the year in Column 1 of the table, such as '2012-2013'.
2. Start with the row, 'ST' in the table. In each cell of this row, you have to fill in   the total number of girls, boys and women of ST households of different age groups.
    2.1 To fill column 3a, count the total number of girls in the age group 0-5 months among ST households. As you would remember, in Section 1, you have created separate sheets for ST households. Examine these sheets. You will notice that Column 4a in that sheet is for Girls, 0-5 months old. Copy the page total for column 4a from the ST sheet of Section 1

to the cell for ST in column 3a. If there is more than one sheet for ST in Section 1, copy page totals for column 4a from each ST sheet of Section 1 into the same cell in column 3a of Section 3, using a '+' sign to add each page total.

> **Example:**
>
> If there are 3 sheets for ST households in Section 1, and the page totals for Column 4a are 7, 11 and 6 for three sheets, you will write '7+11+6 = 24' in the cell in Column 3a for row 'ST' in the table in Section 3.

2.2 Similarly, to fill Column 3b of the table for ST households, you will copy all the page totals for Column 4b from all 'ST' sheets of Section 1.

2.3 Similarly, you will do this for all the remaining columns for row 'ST', and then repeat the process for the rows 'SC', 'Other' and 'Minorities', using the appropriate sheets of Section 1.

2.3 Similarly you will use the page totals for different columns of Section 2 to fill the columns for row, 'Disabled' in the table in Section 3.

2.4 For your convenience, you may use the following table for finding the correct column totals from Sections 1 and 2:

For Columns in Section 3	3a	3b	4a	4b	5a	5b	6a	6b	7a	7b	8a	8b	9	10
Take page totals from:														
Columns in Section 1 (for ST, SC, Other, Minorities)	4a	4b	5a	5b	6a	6b	7a	7b	8a	8b	9a	9b	10	11
Columns in Section 2 (for Disabled)	21	22	23	24	25	26	27	28	29	30				

3. Once all of the cells are copied correctly, make totals of children in columns 3c, 4c, 5c, 6c, 7c, 8c, by adding the girls and boys for the same row.

4. For the row, 'Disabled', make totals in columns 8a by adding the number of disabled girls from columns 3a, 4a, 5a, 6a and 7a. In a similar manner, make totals of disabled boys in column 8b.

5. Finally, make totals in the fourth row, 'Totals', by adding the numbers for ST, SC and Other in each column.

10.3.4 Section 4: Monthly Summary of Events

10.3.4.1 How this section is organized

This section provides the monthly occurrence of major events in the AWC area in a year (April-March). There are six such sheets in the section.

The columns are months.

The rows are different events, such as new pregnancies, births and deaths.

Rows 1-14 are for events related to residents of your AWC area. Rows 15-27 are for events related to temporary residents of your AWC area. Rows 28-29 are for recording any new children who have

migrated in to become residents. Rows 30-31 are for recording the number of resident children who migrated out of your AWC area.

You will need this data for your MPR.

10.3.4.2 What to fill in Section 4 every month

Write the year at the top of the sheet.

At the end of every month, before you make your MPR, you need to fill out this Section. The information required for filling this section can be found in the Pregnancy Register (Register 5), Section 8 of the Summaries Register (Register 10), Preschool Education Register (Register 4) and the Supplementary Food Distribution Register (Register 3). Your Supervisor will show you how to fill this section. Briefly, you need to follow these steps:

1. Use the Pregnancy Register (Register 5) to fill information in Rows 1-5 (Residents) and 15-19 (Temporary Residents):

    • **Row 1, Pregnant women registered**: Open the Residents section of Register 5. Beginning from the last name that is entered in the register, run your finger up column 5 of the register, counting the number of pregnant women you have registered in the reporting month. As you count them, make a small tick-mark in a corner of the cells of column 5 that you are counting, to indicate that that person has been counted. Write the total number in Row 1 for the reporting month.

    • **Row 2, Live Births**: In the same section of Register 5, examine Column 12, Date of Delivery. Find the last cell where the upper row (Date of Delivery) is not blank, but the lower row (Reporting month) is blank. This delivery has not yet been reported, so you need to report it this month. Check whether the baby was born in the reporting month. Check column 15 to see if the baby was born live. First count for girls. If the baby was born in the reporting month and was born live, count this as '1'. Move up columns 12 and 15 in this manner until you have counted all live born girls in the reporting month in this manner. Write this number in the 'Girls' column of Row 2 for the reporting month. At the same time, write the name of the reporting month (Month and Year) in the lower row of each of the cells in column 12 of Register 5, which you have finished counting. Repeat for boys.

    • **Row 3, Born Dead**: Repeat as for Row 2, using columns 12 and 15 of Register 5, but this time, count only those that you have marked as Born Dead in Column 15. Write this number in Row 3.

    • **Row 4, Birth weight measured within 3 days**: In Register 5, for the live births you counted for the reporting month, examine the upper row of Column 17 (Date of first weighing) and compare the date with the Date of Delivery (upper row of Column 12). Count all the live births for which the difference is less than three days, and write this number in Row 4. Count separately for girls and boys.

    • **Row 5, Low Birth Weight**: Out of those counted for Row 4, examine the lower row (First Weight) of Column 17, and count the number whose weights are less than 2.5 kg (do not count babies whose weight was exactly 2.5 kg). Write this number in Row 5. Count separately for girls and boys.

    • Repeat all of the above for Rows 15-19, using the Temporary Residents section of the Pregnancy Register.

Box 10.1 What to do when you find a birth that has not been reported in the month when it occurred

Sometimes, it may happen that you come to know about a delivery that has occurred to a resident pregnant woman many days before. This could happen when the woman has gone to her maternal home for the delivery, and you come to know of the delivery when the news comes to you much later. Or, it could happen if the delivery happened in the last few days of the reporting month and no one informed you. In such cases, you may have already completed and submitted the MPR for the reporting month, and only later came to know about such a birth. Your question will be, when do you report such a birth?

The correct way to report an old birth like this is to simply write the name, date of birth and other details in the space provided in your MPR, and not count it in the Summaries Register. At the same time, in the lower row of Column 12 in Register 5, you should mention the month in which you are reporting this in the MPR.

For instance, if a birth happened to a resident woman in October, and you came to know about it only in December, you must report the name and other details of the birth in Section 2(c)1 (Unreported Births) of your December MPR. But you must not count this birth in the number births reported in Section 2(a) of the December MPR.

2. Use Section 8 (Record of Deaths) of the Summaries Register (Register 10) to fill out Rows 6-13 (Residents) and Rows 20-27 (Temporary Residents). In Section 8, examine Column 7 (Date of death) in the Residents section. If there are no deaths recorded during the reporting month, fill '0' in all the rows 7-13. Similarly, if there are no deaths recorded in the Temporary Residents section, fill '0' in all rows 20-27.

Remember:

Before you report that there are no deaths during the month, try and recall if you have forgotten to record some death in Section 8. It is very important to make sure that you record and report every single death in households in your AWC area.

- **Row 6, Neonatal Deaths**: Count the number of children who have died when they were 27 days or less (Column 8c of Section 8) in the reporting month. Count separately for girls and boys (Column 5).
- **Row 7, Post-neonatal infant deaths**: Count the number of children who have died when they were older than 28 days but 11 months or less (Columns 8c and 8b of Section 8), in the reporting month. Count separately for girls and boys (Column 5).
- **Row 8, Total Infant Deaths**: Add numbers in Row 6 and Row 7.
- **Row 9, Child deaths**: Count the number of children who have died after completing 12 months but 5 years and 11 months or less (Columns 8a and 8b of Section 8), in the reporting month. Count separately for girls and boys (Column 5).
- **Row 10, 11, 12 – Deaths during pregnancy, delivery and within 42 days of delivery**: Count the number of such deaths recorded in Columns 10, 11 and 12 of Section 8.
- **Row 13, Deaths among women 15-49 years old, other than the above**: Examine all deaths recorded in the reporting month in Section 8, and see if there are any women who died, who

have not been marked in Columns 10-12. Check if any such woman died between the age of 15 and 49 years (Column 8a). Count such women and write the number in Row 13.

- **Rows 20-27**: Repeat the above for Temporary Residents who died during the reporting month.

In each case, as you count each death, write the name of the reporting month in Column 13 (Month and Year) of Section 8.

Box 10.2 What to do when you find a death that has not been reported in the month when it occurred

This can happen just as it can happen for births, as described above.

As in the case of births, you will report unreported deaths separately, in the space provided in the MPR (Section 2(c)II, Unreported Deaths of Women and Children). You will not count such deaths in the number of deaths that you report for the reporting month.

---

3. To fill Row 14, the number of children admitted to primary school during the month, use Sections 1 and 2 of the Preschool Register (Register 4). In most cases, such admissions will occur among children 5-6 years old (Sections 1c and 2c of Register 4). Examine Column 11 (Date of Admission to Primary School) of all sections for girls of Register 4, and count the number of girls who were admitted to primary school during the reporting month. Write this number in the 'Girls' column of Row 14 for the reporting month. Repeat for boys. Count only Resident children from Register 4.

4. To fill rows 28-31, use the Family Details Register (Register 1) or the Supplementary Food Distribution Register (Register 3),. Rows 28 and 29 are meant for counting children of any new family who have migrated into your area to become residents, such as along with their mothers who may be daughters coming to their parental homes for delivery. Rows 30 and 31 are for resident children who have migrated out of your area.

10.3.5 Section 5: Supplemental Feeding Monthly Summary

10.3.5.1 How this section is organized

This section has tables in which you will report numbers related to supplementary food distribution. On each page of this section, there are three tables, one for each month. There are enough pages in this section to report every month for six years.

The table in this section is similar to the table in Section 3. Each table has 7 rows, for different social groups for girls, boys and women.

10.3.5.2 What to fill in Section 5 every month

In Column 1, write the name of the reporting month as month and year (such as 'November 2012')

Every month, before you make your MPR, you will need to fill up this table.

You will use the Supplementary Food Distribution Register (Register 3) to fill this section.   The information in this section is meant for residents only, You will enter information related to Temporary Residents directly in the MPR, as described in the manual for MPR.. Your Supervisor will show you how to fill in this section.. Briefly, you will follow these steps –

1. Take out Register 3 and Register 10. First, make sure that you have completed making monthly totals on each page of all sections of Register 3.

2. Start with the column for girls - 6 months to 3 years old in the table in Section 5 of Register 10. The numbers to be filled here in the rows for ST, SC, Others, Minority and Disabled are available from the column totals of columns with the same headers at the bottom of the page in Section 2a of Register 3.   If there are more than one page of girls - 6 months to 3 years old, you will add column totals from the second page as well, using a '+' sign.

> **Example:**
>
> For instance, if there are 4 ST girls who received 21 or more days of food on the first page, and 2 ST girls on the second page in Register 3, you will write '4+2 = 6' in the ST row in Register 10. The numbers for the row Total Person Feeding Days is also available from Register 3. For children this is the column total of Column 10 ('Sum of girls given supplementary food daily').

3. Repeat for boys 6 months to 3 years old, using Section 2b of Register 3. Similarly, repeat for girls and boys 3-6 years old, using Sections 3a and 3b of Register 3 respectively. Finally, repeat for pregnant and lactating women, using Sections 1a and 1b of Register 3 respectively.

4. **Total Person Feeding Days**: This is the total of number of persons who were provided food from your AWC during the whole month. Take these numbers from the column total of Column 8 ('Sum of pregnant or lactating women given supplementary food daily') in case of pregnant and lactating women (Section 1a and 1b) and from the column total of Column 10 ('sum of boys or girls given supplementary food daily') in the case of children of 6 months to 3 years (Section 2a and 2b) and 3 to 6 years old (Section 3a and 3b).).

5. Make row totals for children 6 months to 3 years old in the table, adding the numbers for girls and boys for each row. Similarly, make row totals for children 3-6 years old for each row.

6. Make column totals of ST + SC + Others in the row 'Totals' for each column.

7. Add column totals for all girls from columns 3 and 6, and write in the space provided for 'Total Girls'. Repeat for 'Total Boys' and 'All Children'.

10.3.6 Section 6: PSE Monthly Summary

10.3.6.1   How this section is organized

Each sheet in this section is meant for making monthly summaries for six months. The section has enough sheets to last for six years.

Each sheet has three tables to be completed each month:

Attendance of 16 or more days: This table is similar to the table in Sections 3 and 5. Each table has 6 rows, for different social groups. The columns are for girls and boys each month.

Total daily attendance: Each table has 4 rows, for different age groups. The columns are for girls and boys each month.

Number of times different activities conducted: The rows are activities. There is one column for each month.

You will find all the information required for filling this sheet in Register 4.

10.3.6.2 What to fill in Section 6 every month

At the top of each column, write the name of the reporting month and year, such as 'November 2012'.

Attendance on 16 or more days during the month

Use Register 4 to write in this table the numbers of children who have attended preschool education sessions in your AWC on at least 16 days in the reporting month. You need to do this for different age, sex and social groups. Your Supervisor will show you how to do this. In brief, you will follow these steps:

1. Sit with Register 4 and Register 10. First, make sure that you have completed making monthly totals on each page of all sections of Register 4.
2. Start with the column for Girls in this table. The numbers to be filled here in the rows for ST, SC, Others, Minority and Disabled are available from the column totals of columns with the same headers at the bottom of the page in Section 1a, 1b and 1c of Register 4. Copy the number for ST column from Section 1a of Register 4 to the ST row in Register 10. Repeat for SC, Others, Minority and Disabled. Repeat for Section 1b and 1c, using a '+' sign.

> **Example:**
>
> if there are 7 SC girls who received 16 or more days of food in Section 1a, 5 SC girls in Section 1b and 11 SC girls in Section 1c, you will write '7+5+11 = 23' in the ST row in Register 10.

3. Repeat the above for boys, using Section 2a, 2b and 2c.
4. Add the numbers of girls and boys in each row to get the numbers for the 'Total' column.
5. Add the numbers for ST, SC and Others in each column to get the numbers in the 'Total' row.

Total daily attendance

Copy the numbers from the last column (Total) in Part D of Section 4 of Register 4 to the correct cells of this table. Start with column for girls, copy the numbers for girls from Part D. Repeat for boys and then for the Total column. Add numbers for age groups in each column to fill the row, 'All Children'.

Number of times different activities conducted

Write the names of activities in the first column.

For each activity, copy the numbers from the last column (Total) of Part A of Section 4 of Register 4 to this table.

In the row, 'Number of days when at least 4 PSE activities were conducted', copy the number from Part C of Section 4 of Register 4.

In the row, 'Number of days when at any PSE activities were conducted', copy the number from Part B of Section 4 of Register 4.

10.3.7 SECTION 7: MONTHLY FULL IMMUNIZATION STATUS

10.3.7.1 How this section is organized

There is only one sheet in this section.

The sheet has 6 tables, one for each year. This section will last six years.

Each table has 13 columns, for 12 months and the total for the year.

There are two rows in each table. The first row is for the number of children who completed 12 months of age in the reporting month. The second is for the number of children, out of them, who have completed all vaccines by the reporting month.

10.3.7.2 What to fill in Section 7 every month

Make sure you have written the year in the first column of the table.

You will use Column 24 of Section 1 in Register 6 (Immunization Register) to fill the two numbers in this table every month.

Open Section 1 of Register 6. Examine column 24 to find the last few children for whom both rows in the column have been filled. Look for children who completed their first birthday during the reporting month. This date is in the upper row of Column 24 for each child. Usually, there will be two or three such children every month, and their names will all be next to each other. Count this number and write in the upper row of the table in Section 7 of Register 10, for the reporting month. Next, for each child, examine the lower row and count the number of 'Y'. Write this number in the lower row of the table in Section 7 of Register 10, for the reporting month.

Make a total of both rows in the last column, 'Apr-Mar', at the end of March each year, and know for yourself how many children in your AWC area were immunized on time during the whole year.

The 3rd row of the last column is for you to write the percentage of children fully immunized on time throughout the year. That is, to calculate how many children out of 100 completed full immunization on time. Calculate this number by dividing the total of the 2nd row by the total of the 3rd row and multiplying this by 100. Put this number in the cell marked as '%'. Your supervisor will help you do this.

10.3.8 SECTION 8: RECORD OF DEATHS

10.3.8.1 How this section is organized

This section is for recording each death that occurs in any household of your AWC area, at any age.

The rows are for writing the names and other details of the persons who died.

The columns are details of the deaths.

There is no need to change pages at the end of each year. Just leave one or two lines blank between years. This section will last at least six years.

10.3.8.2 What to write in each column of the section

You will write the names of residents who die starting from the first page of the section. You will write the names of temporary residents who die starting from the last page of the section.

Column 1, Serial number: Give a running serial number, starting with '1' every April.

Columns 2-6: Write as written in the Family Details Register

Column 7, Date of death: Write the date of which the death occurred.

Column 8, Age at death: Write the age in completed years, months or days.

If the death occurred in infants less than 1 month old, write '0' in years and months (8a and 8b), and write the number of completed days of age in 8c.

If the death occurred at any time before 6 years of age, but older than 1 month of age, write the age at death in completed years and months in 8a and 8b. Leave 8c blank. If less than one year old, write '0' in 8a and write the number of completed months in 8b.

If a person died after the age of 6 completed years, write the age at death in completed years in 8a, and leave 8b and 8c blank.

> **Examples:**
>
> If a child died on the 22nd day of life, the child had completed 21 days of life. Write '0' in 8a, '0' in 8b and '21' in 8c.
>
> If a child died in the middle of the 9th month, the child had completed 8 months of life. Write '0' in 8a, '8' in 8b and leave 8c blank.
>
> If a child died in the 18th month of life, the child had completed 1 year and 5 months of life. write '1' in 8a, '5' in 8b and leave 8c blank.
>
> If a child died at the age of 11 years and 3 months, the child has completed 11 years, which is more than 6 years. So, just write '11' in 8a and leave 8b and 8c blank.

Column 9, Place of death: Write the name of the village or town where the death actually occurred. If the person died on the way to some place, write the name of place nearest to the point where the person died. The place of death need not be the village or town where your AWC is located.

Columns 10-12: Fill these columns only if the person who died was a woman (column 5) who was younger than 50 years old (column 8).

If the death occurred when the woman was pregnant, write 'Y' in column 10, else write 'N'.

If the death occurred during delivery of the woman, write 'Y' in column 11, else write 'N'.

If the death occurred within 42 completed days after the woman delivered, write 'Y' in column 12, else write 'N'.

Please note that not more than one of the three columns can be a 'Y'.

Column 13, Date of reporting: Write the name of the reporting month, such as 'November 2012' You should write this while completing your MPR. This is the month in which you came to know of the death, which may not be the same as the month on which the death occurred.

Weight Records of Children

11.1 The purpose of this register

This register is meant to be used along with the growth charts that you use for monitoring the growth in weight of children. The purpose is -

» To keep a written record of the age, weight and nutritional status of all children in your AWC area

» To identify whether there is change in the weight of each child, and whether this change is as much as expected.

» To make it easy to report nutritional status of different categories of children in the MPR.

11.2 How the register is organized and how long it will last

There is only one format in the register. On each sheet, you can record the weight of 14 children, for 12 months, from April of one year to March of the next year. Girls and Boys must be recorded on separate sheets. These records are meant for resident children only. For children who are temporary residents, you need to maintain only the growth charts.

How long each register lasts depends upon the number of births taking place in your AWC area each year. In most cases, each register will last for at least five years.

11.3 How to start using the register for the first time

You are currently using growth charts for individual children. You will continue to use them, and in addition you will record the weights of children in this register, to make it easier for you to analyse and report in your MPR.

Your Supervisor will teach you how to use the Transfer Sheet to start using the register for the first time. In brief, if you have already created the Transfer Sheet, you will use the following steps:

1. First, copy the names of all girls less than 5 years old from the transfer sheet to this register in the same order in which they appear in the Transfer Sheet. Start from the first page of the register, with the name of the oldest child. Write down the serial numbers and the dates of birth of all girls. Make sure that the oldest girl is at the top of the first page of the register and the most recently born girl is at the end of the list. On the top of each page where you have written the names of girls, tick-mark the box 'Girls' at the top of the sheet.

2. Repeat the same process for boys, and write the names of all boys under 5 years old over the next few pages, starting on a fresh page.

3. Using the Transfer Sheet, write down the age of each child in the column for the current month of the year, in years and months. For instance, if you are making and using the Transfer Sheet in November, copy the age of the child from the Transfer Sheet into the 'November' column of Reg 11. You may instead even use the Age in April from Register 1 for this purpose.

4. Using the growth charts of individual children, copy the weight and nutritional status of each child in the weight column of the previous month. For example, if you are making the register for the first time in December, copy the weight and nutritional status of each child

in November in the column for 'November'. Also mark the change in weight from October to November, as described below.

Once you have completed this, you are ready to start using the register for recording weights of children this month.

11.4 What to write in each column of the register

At the top of each page, there are boxes for 'Girls' and 'Boys'. One of them should be ticked, to indicate whether the page has names or girls or boys.

At the top of each sheet, indicate the reporting year, such as '2012-2013'.

Column 1, Serial number of child: Give a serial number starting from 1, separately for girls and boys. Every year, start with 1, again.

Columns 2-5: Write as in the Family Details Register.

Columns 6-18, Age, Weight, Change and Status: Each column is a different month. Each column has 4 cells for each child, for recording the Age, Weight, Change and Status of the child for that month.

		March	
Age	Weight		
Change	Status		

Record the age in years and months in the upper left cell. One simple way to record this is separating the two with a comma. For example, the age of a child who is 3 years and 10 months old can be recorded as '3,10'. If you have recorded the age in the 'April' column when you first created the sheet, it is easy to write the age in any month, by simply adding one month for each month after April. When a child reaches 5 years, you can stop recording weight.

Record the weight in kilograms in the upper right cell. Write this in the manner that you usually write, such as '11.7' to indicate 11 kilos and 700 grams.

Record the direction of change in weight in the lower left cell. In this cell, you will record whether the weight increased, did not change, or decreased, as compared to the previous time when the child was weighed. You may do this as you were trained to do for using the growth charts. You may do this in the following manner:

Increased since last time:

No change since last time:

Decreased since last time:

Record the nutritional status for the month in the lower right cell: Write the colour of the grade according to the growth chart. For example, write 'G' for Green, 'Y' for Yellow, 'O' for Orange.

As has been instructed, you will weight all children under 3 years old every month.

You will weigh children older than 3 years once in 3 months. In the case of such children, two out of every three columns for will remain blank.

11.5   What to do at the end of the month

Every time a new baby is born, you must immediately enter the name of the baby in this register. At the end of the month, check and make sure that you have added all births of the month in the register.

At the end of the month, after you have completed recording all weights for the month, fill the page totals at the bottom of the sheet:

There are three age groups for which you will make totals separately:
  » 0-1 year (upto 11 months old)
  » 1-3 years (from 12 months to 2 years and 11 months old)
  » 3-5 years (from 3 years to 4 years and 11 months old)

If you have arranged the children according to age, it will be very easy to identify children belonging to each age group.

Number weighed: Run your finger down the column for the month, and count the number of children weighed in each age group during the month. Write this number in each of the columns in the row 'Number weighed'. To make this easier, you may mark the 'Age' cell differently for each age group, such as by placing a dot in a separate corner for each age group.

Normal (Green), Moderately underweight (Yellow), Severely underweight (Orange): Run your finger down the column again, and count the number of children in each age group marked 'G'. Write these numbers in the row 'Normal (Green)'. Repeat for children marked 'Y' and 'O'.

Once the numbers are counted for each page, you will use them to report in your MPR.

11.6   What to do in April every year

At the end of March every year, you will have completely used up one sheet of the register. So you need to make a fresh sheet for the next year.

Start from a fresh page, write the year at the top of the sheet, such as '2013-2014', and copy the names of girls and boys from the previous year's sheets to the new sheets. Start with girls who are 4 years 11 months old in April of the new year, and copy all names to the fresh sheets. Repeat this for boys.

You will update your Family Details Register every April. After you have completed updating, make sure that you add the names of any new children in this Register (11) that you have found while updating the Family Details Register.

When you copy the names and other details from the old sheets to new sheets in the register, make sure that you also copy all details in the 'March' column at the end of the previous sheet to the 'March' column at the beginning of the new sheet.

The Calendar Tool Book
(Tools for AWWs)

The booklet of tools contains four tools:

1. Calendar: a 6-year calendar, starting with 2012
2. Age calculation tables for children less than 6 years old – Tables 1a, 1b, 1c, 1d, 1e, 1f
3. Year of birth calculation tables for older children and adults – Tables 2a, 2b, 2c, 2d, 2e, 2f
4. Table 3, for calculating expected date of delivery (EDD) and date of maturity (DoM)

12.1 The 6-year Calendar

12.1.1 Purpose

The calendar will help you plan your work. Some of the uses of the calendar include:

- Calculation of due dates for immunization
- Estimating date of Last Menstrual Period
- Calculation of duration of a pregnancy in weeks
- Calculation of the expected date of delivery and the date of maturity
- Planning according to local festivals
- Planning your meeting days and holidays

12.1.2 How to get the calendar ready to use

You have been provided two six-year calendars. One of them is in your Register 6 (Immunization Register) and another in your booklet of Tools. You should get both of them ready in the manner described below, and use either of them, as convenient to you.

For each year, the columns are days of the week, and the rows are weeks and months. It is arranged in such a manner that, starting with any date of any year, you can count the number of weeks forwards and backwards. This is useful for determining the due date of vaccines, as well as weeks of duration of pregnancy. Full moon and new moon days are marked in the calendar with symbols - ○ for the full moon and ● for the new moon. There is a blank column on the right side margin of every year, where you can write the name of the local months, Hindu or Islamic.

To start using the calendar, take the following steps:

1. Mark all the VHSND dates until next April, or for the next one year: You know on which fixed day of the month the VHSND is scheduled in your AWC every month, such as 'first Wednesday' or 'third Friday'. Find this day for every month and mark it on your calendar, by circling the dates. Do this for the next few months for a start.
2. Mark the names of Hindu or Islamic calendar months: In the blank column on the right side of each year in the calendar, draw small lines to mark the beginning and ending of Hindu or Islamic calendar months. In between these lines, write the names of the months. The Hindu month may begin after the new moon or after the full moon in different parts of India. The Islamic month begins after the new moon day.

3. Mark holidays on which your centre will be closed, by marking a small cross (x) next to the date. You do not need to mark Sundays, since all the Sundays are in the first column.

Now you are ready to use the calendar.

12.1.3 How to use the calendar for different purposes

The section in the User's Manual on Register 6 describes how to use the calendar to calculate the due date for vaccines. You have been provided a separate tool to calculate the expected date of delivery and the date of maturity, but you can use the calendar also for this purpose, as described below. You can calculate the weeks of completed pregnancy using the calendar, starting with the last menstrual period.

You may use your calendar for any other purpose that you find useful.

12.2   Tables for calculating the age of children as on April 1st each year

Tables 1a, 1b, 1c, 1d, 1e, and 1f are simple tables that you can use to quickly calculate the age of a child in months and years, if you know the date of birth. Table 1a is for calculating the age as on 1st April, 2012, Table 1b if for calculating the age as on 1st April 2013, and so forth. The tables are useful for children under six year of age.

The first two columns of each row show you dates 'from' and 'to'. If a child has a date of birth between these two dates, the age in completed years and months is as shown in the third column. This is the age of the child on April 1st of the year. For instance, if you want to know the age on April 1st 2013, use Table 1b.

Example:

There is a child, Munni, whose date of birth is 12.06.2010. You want to know the age of Munni as on April 1st of 2013. Follow these steps:

Look for the table which gives you the age as on April 1st 2013. It is Table 1b.

In Table 1b, find the row that has 'from' and 'to' dates between which the birth date of Munni

From	To	Year/Month
02.02.2011	01.03.2011	2 Year 1 Month
02.01.2011	01.02.2011	2 Year 2 Month
02.12.2010	01.01.2011	2 Year 3 Month
02.11.2010	01.12.2010	2 Year 4 Month
02.10.2010	01.11.2010	2 Year 5 Month
02.09.2010	01.10.2010	2 Year 6 Month
02.08.2010	01.09.2010	2 Year 7 Month
02.07.2010	01.08.2010	2 Year 8 Month
02.06.2010	01.07.2010	2 Year 9 Month
02.05.2010	01.06.2010	2 Year10 Month

falls. In this case, the birth date is 12 June 2010. Run your finger down the 'from' columns of Table 1b, until you locate dates for the year '2010' and for the month 06. You will find the dates in the ninth row of the third table on this page, which says 'From' 02.06.2010 'To' 01.07.2010. You can see that the birth date of Munni, which is 12.06.2010, falls between these dates.

Check the third column in this row. It says '2 years 9 months'. This is the age of Munni as on 1st April 2013.

Example:

During your house-to-house survey in April 2013, Pintu's mother tells you that she does not remember his date of birth. She only remembers that Pintu was born about one year ago, five days after holi. Can you find the date of birth using your calendar? If you have marked local months in your calendar, you can see that Holi was on the full moon day of the month of Phalgun, which was on the 8th of March, 2012. Five days after this is 13th March 2012. This is Pintu's date of birth.

12.3 Tables for Calculating the Year of Birth or Age in completed years

Tables 2a, 2b, ... 2f can be used for two purposes:

Calculating year of birth:

For children older than 6 years and for adults, you may be only told the age in years, and people may not know the date of birth. In this case, you can use these tables for finding out the year of birth.

Example: For instance, during your house-to-house survey in April 2013, Ram Ratan says he has completed 63 years this year. You can write this age in Register 1, but it is important to also write the year of birth. Look up Table 2b, which is for 2013. Look for the age '63'. You will find that the year mentioned for age of 63 years is 1950. This is Ram Ratan's year of birth. Write this in Register 1. Every year, in April, when you update the age of all members of the family, you can use the year of birth to make sure you are calculating the age correctly.

Calculating age in completed years:

If the date of birth is known, write down the date of birth in Register 1. Use the year of birth to find the age in completed years in April, with the help of these tables.

Example: For instance, if Ram Ratan had told you he was born in 1949, but does not tell you how old he is in 2013, you can look up Table 2b, which is for 2013. Find the year 1950 in the table, and you will see that the age for that year is 63. This is Ram Ratan's age in 2013.

12.4 Table for Calculating the Expected Date of Delivery and the Date of Maturation

The average duration of a pregnancy is about 280 days, counting from the day her last menstrual period started. 280 days is 40 weeks, or about 9 months and 7 days on a calendar. To calculate the expected date of delivery (EDD), we add 9 months and 7 days to the date of the last menstrual period.

When a woman delivers around this date (EDD), we say that she delivered on time, or at full term.

When a woman delivers more than three weeks before the EDD, we say that she delivered prematurely. That is, the baby was born before it was fully mature. Such babies are in greater danger of falling sick and dying than babies born at full term, so it is important to identify such babies. If a woman starts having labor pains before the date of maturity of the baby, the woman should immediately rush to a hospital which can take care of such cases. We can call this date the date of maturity (DOM).

When a woman does not deliver until more than two weeks after the EDD, then we say the baby has stayed in the womb for too long. This is rare, but in this case also, the woman should reach a hospital and tell the doctor that she has not developed labor pains despite two weeks having passed after her EDD.

How to find the EDD and DOM when LMP is known:

If a woman remembers her last menstrual period with certainty, you can use your tools in several ways to calculate the expected date of her delivery:

1. Count months and days using your calendar.

   Example: Salma tells you that her last menstrual period (LMP) began on 10th June 2012. Look at your calendar, and mark 10th June 2012 with a pencil.

   To find EDD, count 9 months and 7 days from that day. First, add 9 months: July 10th is 1 month, Aug 10th is 2 months and so on: September, October, November, December, January 2013, February, March. That is nine months complete on March 10th 2013. Add 7 days to this. 17th March 2013 is her likely expected date of delivery (EDD).

   To find DOM, count 21 days before EDD. That is 24th February.

2. Count weeks using your calendar.

   Example: After you have marked Salma's LMP (10th June 2012), notice that it is a Sunday.

   To find EDD, count 40 Sundays after that date, by simply going down the column for Sundays: 17th June is 1 week, 24th June is 2 weeks, 1st July is 3 weeks and so on until you reach the Sunday after 40 weeks, which is 17th March 2013. This is Salma's likely date of delivery.

   To find DOM, count 3 Sundays before EDD. That is 24th February.

3. Use Table 3.

   In Table 3, you will notice that there are 12 tables on the page, each having three rows of dates:
   The first row contains the dates of the last menstrual period (LMP).
   The second row has the dates of the expected date of delivery (EDD).
   The third row has dates of maturity of the baby (DOM).

   Notice that the name of the month is written at both ends of each row. For LMP dates, each row has dates from one month only. But for EDD and DOM, the month changes somewhere in the middle of the row, so each row starts with dates from one month, but ends with dates from the next month.

   If you know the date of the last menstrual period, locate this date in the first row of that month in Table 3. The date in the second row in the same column in the EDD, and the date in the third row is the DOM for this LMP.

Example:

Salma's LMP is 10th June. Find '10' in the row 'June' for 'LMP'.

The date in the second row below '10' is '17'. Look at both ends of the second row. You will notice that the row starts with 8th March and ends with 6th April. Which means the EDD is 17th March.

The date in the third row below '10' is '24'. Look at both ends of the third row. You will notice that the row starts with 15th February and ends with 16th March. Which means the DOM is 24th February.

What to do when the woman remembers LMP according to local calendar

Often, women will remember their LMP, but according to local festivals or local months. If you have marked local months on your calendar as described above, you should be able to find the exact or

approximate date of LMP. Once you have found the date, use any of the methods described above to find the EDD and DOM.

What to do when the LMP is not available at all

Sometimes, a woman may not at all remember her LMP.

This may be because you are registering her late, and she has already forgotten the date. This is a good reason why you should try and register pregnancies on time.

This may also be because she has become pregnant without menstruating again after her last delivery. This tells you that if a couple does not plan when to have their next child after a delivery, there is a danger of becoming pregnant again, even if the couple did not intend to.

If the woman cannot give you a date for LMP, let the ANM know. She may be able to examine the abdomen of the woman and provide an EDD. Sometimes, it may be necessary to consult a doctor.

Data Transfer Sheet
(for one-time use)

13.1 Purpose of the Data Transfer Sheet

To help arrange the names of children and pregnant women in the correct order, according to the date of birth or likely date of birth (EDD).

When copying names of pregnant women or children from the Family Details Register into other registers, it is important to list the names in the correct order, so that the oldest pregnancy or oldest child is at the top of the list, and the youngest at the end of the list. If you list children and women in this order, it will become very easy to locate children and women in the registers, because then, women of the same duration of pregnancy or children of the same age will always be found next to each other.

The Data Transfer Sheet helps to easily list women and children in the correct order. You must first copy names of the women and children from the Family Details Register to the Data Transfer Sheet before copying the same names from the Data Transfer Sheet to the service registers. This is a one-time effort that saves a lot of time in looking for names everyday later on. Once you have created a register in this manner, you can then add any new pregnancy or childbirth that occurs to the bottom of the list in the register.

13.2 How the Data Transfer Sheet is organized and when to use it

The Data Transfer Sheet has separate columns for each year for a total of 8 years, spread over 4 pages. The rows are for names of individual children, in groups for different months of the year, from January to December.

The Transfer Sheet is designed to be used only once, when creating new service registers after the survey register has been created. Once the new service registers are created, you will have no further need for the Data Transfer Sheet.

13.3 How to make the Transfer Sheet

Your Supervisor will guide you in copying names and other details of women and children from Register 1 into the Data Transfer Sheet. In brief, you will use the following steps:

1. After you have completed updating the new Register 1 for the first time, sit with the new Register 1 and the blank Data Transfer Sheet.
2. Start with the first family listed in Register 1. Go through the list of members and identify children under six years of age (Column 8), and pregnant women (Column 10).
3. For pregnant women in the family:
    • Check if they are daughters-in-law (residents) or daughters (temporary residents).
    • Check EDD. If EDD is not known, use expected month of delivery.
    • Write down the name of any resident pregnant woman in the appropriate year of the Data Transfer Sheet, in the correct month according to her known EDD.

- Write the EDD in the column provided. Writing only the day is sufficient, since the month and year are already marked.
- Copy the serial number of the family and the serial number of the individual in the columns provided.

If the woman is a temporary resident, write her name on a separate sheet of paper, along with EDD and serial numbers.

4. For each child under six years of age:
   - Check whether the child is a resident or temporary resident.
   - Check the year and month of birth.
   - Write down the name and sex of any resident child in the appropriate year columns of the Data Transfer Sheet, in the correct month, according to the date of birth.
   - When writing names of children less than six months old, also write the names of their mothers, in brackets.
   - Write the date of birth in the DoB column.
   - Copy the serial number of the family and the serial number of the individual in the columns provided.

   If the child is a temporary resident, write her or his name on a separate sheet of paper, in a list separate from the list of pregnant women, along with date of birth and serial numbers.

5. Complete doing this for all families in your Family Details Register.

6. Check your old pregnancy register to see if there is any currently pregnant woman in the register whose name has not been included in the Family Details Register for any reason. Include such pregnant women in the Family Details Register as well as in the Data Transfer Sheet.

7. Check your old immunization register to see if there is any child less than 2 years old in the register whose name has not been included in the Family Details Register for any reason. Include such children in the Family Details Register as well as in the Data Transfer Sheet.

8. After you are sure that you have included the names of all children and women in the Data Transfer Sheet, examine the names written within each month, and assign them serial numbers starting from 1 for the oldest within each month in the small column provided on the left of the column for names.

9. Finally, assign age in completed years months to each calendar month in the Data Transfer Sheet, starting with '0' year and '0' month for the current month, and adding 1 for every month before that. Write this in the Age, Years and Months columns.

Remember:

The Age in Years and Months in the Transfer Sheet is the age as in the month when the Transfer Sheet is being made. This may not be the same as the 'Age as on April 1st' as mentioned in the Family Details Register.

---

10. Similarly, for temporary resident children and pregnant women, assign serial numbers according to the date of birth, starting with '1' for the oldest, separately for children and pregnant women.

Your Data Transfer Sheet is now ready for use.

AWC Monthly Progress Report (AMPR)

This report is to be prepared by the AWW every month. Make this report after having completed all summaries for the month in the Summary Register (Register 10).

Write the reporting month and year at the top of the MPR (front-page).

Identification and background information

Fill the details as required. Use codes as instructed by your Supervisor. If you do not know the codes leave the space blank.

Part A

1 (a) Details of births, deaths and new registrations during the month

In this section, record information for births and deaths, separately for permanent and temporary residents and for girls/women and boys.

For Residents, copy from rows 1 to 12 of Section 4 of Register 10, for the reporting month. For temporary residents, copy from rows 15 to 25.

1 (b) Deaths of women and children during the reporting month

In this section, record the names of the women and children you have reported in the previous section, both for residents and temporary residents. These details are available from Section 8 (Record of Deaths) of Register 10. In the case of children's nutritional status, write the last recorded nutritional status from Register 11.

1 (c) Details of previously unreported Births and Deaths

In this section, record the information of births and deaths that occurred in earlier months but you could not report in previous MPR.

The information for previously unreported births is available from Register 5 (Pregnancy register). Look under Column 12 for births where you have not entered the reporting month, where the lower row is blank. Please note that this includes children who were born live as well as born dead. Enter the names of such children in this section of the MPR. If names of children are not available, write as 'daughter of …' or 'son of …', and mention the name of the mother as mentioned in Register 5. Although this is not mentioned in the MPR, mention whether each birth is a live birth or still birth along with the name in brackets, such as (live born) or (born dead). Once you have written the name of the child in the MPR, write the name of the reporting month in the lower row of Column 12 of Register 5. Make sure you have reported all births among residents as well as temporary residents.

The information for deaths is available from Section 8 of Register 10, Record of Deaths. Look for those deaths for which Column 13 is blank. Write such names in this section of the MPR. Once you have

written these names, immediately write the name of the reporting month in Column 13 of Section 8 of Register 10. The nutritional status information is available in Register 11. Use the last recorded nutritional status for the child. Make sure you have reported all deaths from among residents as well as temporary residents of Section 8 of Register 10.

It is important to keep a careful record of the month in which you have reported each birth and death, in Registers 5 and 11. This way, it will be possible for you to be sure that you are not failing to report any birth or death, and that you are not reporting the same birth or death twice.

2a. Delivery of Supplementary Nutrition and Pre-School Education (PSE)

» Record the number of days on which AWC was opened during the month.

» In the table, record the number of days in the months on which Morning Snacks/ breakfast, Hot Cooked Meal/ RTE, Take home ration (THR) or PSE were provided.

- Take the information for meals from Section 2 of Register 2, from the last row, where you have made column totals of the columns for breakfast, hot cooked meals and THR for the month.

- For the number of days of PSE, copy the number from Section 4B of Register 4 for the month.

2b. Iodized salt is used at the AWC? Yes/No Tick one of the boxes, as appropriate.

3. Supplementary Nutrition Coverage

a. Beneficiaries

(Number of residents of AWC area who were given supplementary food for 21 or more days during the reporting month)

Copy this information from Section 5 of Register 10 (Summaries Register).

b. Usual Absentees   (Residents)

You have recorded the number of absentees throughout the month, at the bottom of the first column of every section of Register 3. Copy numbers from each of those sections into the correct cells of this table.

c. Temporary Residents who have received supplementary food during the month

You have made totals of number of pregnant women, lactating women and girls and boys of different age groups in different parts of Sections 4a and 4b of Register 3. Copy these numbers into the correct cells of the table in this section.

4.   Pre-school Education Coverage

a.   Attendance (16 + days in the reporting month)

Copy the information from   Section 6 of   Register 10, for the reporting month.

b. Total daily attendance during the month by age category

Copy the numbers from Section 6 of Register 10 into the respective cells of this table, for the correct reporting month.

c.   Usual Absentees (Residents)

You have recorded the number of absentees throughout the month, at the bottom of the first column of every section of Register 4. Copy numbers from each of these sections into the correct cells of this table, for the correct reporting month.

d. Number of days on which any PSE activity was conducted:

Copy the number from Section 6 of the Register 10.

e. Number of days on which at least four PSE activities were conducted:

Copy the number from Section 6 of the Register 10.

5. Nutritional Status of Children (Residents)

Copy the numbers from the bottom of each page of Register 11 to the correct cells of this table, separately for girls and boys. Use a '+' sign to add page totals from different pages into each cell.

After all page totals have been copied, add the numbers in each cell and write the totals in the same cell.

Report this only for resident children.

6. Immunization coverage

Copy the two numbers for the reporting month from Section 7 of Register 10.

7. Village Health and Nutrition Day (VHND) activity summary

Copy the information from Section 2 of Register 6, for the reporting month. If no VHND or immunization day was held at your centre during the month, leave the section blank.

8. Referral Services

Take the information about the number of referral cases for children, pregnant women and lactating women from Register 9 (Referrals Register).

Count the number of cases referred and reached the health facility during the reporting month for each of the conditions mentioned and write in the correct cells of this table.

9. Monitoring and Supervision during the month

This section is for you to provide information on the monitoring and supervision work done by different people in your AWC area.

Mark '√', if any supervision or monitoring visits were made by any of the people mentioned in the table, during the month. If the person's designation is not mentioned in the table, write the designation under others.

10. Details of engagement in non-ICDS work

This section of the MPR is for you to provide information about work that you have done during the month that does not directly relate to ICDS, that is, work that is not covered in any of these 11 registers provided to you. It could be work done for the same department, or for other departments or organizations, such as BPL survey, Pulse Polio campaign, Nirmal Gram Programme etc.

List each such activity separately, indicate the approximate number of days you spent on each activity and approximately how many hours you spent on each of those days.

11. Analysis of important Behaviours and Services

This section contains a number of questions that you need to answer at the end of each month. They are simple questions, which you should be able to answer with occasional reference to your Home Visit Planner, Pregnancy Register, Immunization Register, and so on. If you are maintaining close contact with families in the community, you should be able to answer most of the questions from memory alone.

Each question has two parts:

The first part is about how many mothers or children of a particular age group are there in your AWC area at present. As you start answering the questions, you will notice that the answer to each question is a very small number. For instance, 'Number of children completing 6 months in this month' is usually 2 or 3.

The second part is about these few children. For instance, 'How many among them are being given only breast milk?'. Here you have to think of those 2 or 3 children who are going to complete 6 months in this month, and think of what you know about them. If you know which of these children is already being given something other than breast milk, count the number and write this number here.

The purpose of answering the questions is for you to analyze for yourself how well families are taking care of the mothers and children. As you start thinking about each question, you will recall individual families in your mind, and think of which families are following the correct caring and feeding practices, and which families are not. This will help you decide which families need your attention for what reason, over the next month. This will also help you to remember and identify problems with some families which you may want to talk to your Supervisor about. Answering these questions will also help you realize how much you know about the mothers and children in your AWC area, and you can then think of what you should do to know enough about them.

After you submit your MPR, your Supervisor may speak to you about the answers you have written, and about what can be done about individual families who need more persuasion and support.

Note: Your Supervisor may also change the questions in this section from time to time, to help you pay attention to specific problems in your area.

Part B

My space (write in bullet format)

This place is to write the experience of AWW while working at the AWC during the month.

Problem faced to run the AWC and how you solved the problem, eg.,
  » Problem could be malfunction/non-functioning of weighing machine,
  » More engagement on non-ICDS activities etc.

Also mention how you overcome these issues at the local level with the help of local PRI members or CDPO.

This section also gives the AWW a chance to show their success/achievement of the month, eg., significant change in nutritional status of children, enrolment in PSE/SNP from the 'left out' population of the village, and also appreciation to the other staff.

In addition, if there is a need for support from CDPO/ ANM/PRI members, the AWW can mention that in this section on specific issues. This will help them to get support/to take action immediately.

Annex: Supplementary food sock details of the reporting month

This section provides clear idea on the availability of the supplementary food at the AWC level. Copy the information from the Register 2: Supplementary Food Stock Register and write here.

AWC Annual Status Report (AASR)

Write the reporting year at the top of the report. Eg., 01.04.2012 to 31.03.2013. This report has to be generated only once in the year and for the above mentioned period.

Identification and background information

Fill the details requested. Use codes as instructed by your supervisor. If you do not know the codes leave the space for codes blank.

Part A

Answer questions as requested in each section. Consult your supervisor in case of doubts.

1. Location of AWC: write the code in the box, eg., if the AWC located at the periphery of the village, write 'b' in the box.
2. AWC run by: write the appropriate code in the box. Eg., if the AWC is run be any NGO, write 'c' in the box.
3. Whether AWW resides in the same village/town?: if yes, write 'yes' in the box.
4. Distance between AWW's home and the AWC (in km.): write the answer in the box. The distance could be approximate.
5. How many AWC's are there in this village excluding this one: write the number in the box. In case, there is no other AWC located in the village, write zero.
6. Details of Annual Family Survey: Fill these details from Sections 1 and 3 of Register 10, after the annual update has been completed.
7. Identification of disabled children (0-6 years): This information can be taken from Section 2 of Register 10: Summary Register.
8. Infrastructure Status: This section gives the infrastructure status of the AWC – the status of the structure, sanitation, drinking water facilities in AWC and others. Write the appropriate code in the box as mentioned in the question.
9. Staff profile: Answer as requested.
10. **Supply position:**
    a. Items at AWC: This table gives information on the items available at AWC and also their usability. It is possible that an item may available in AWC but not at the usable condition. Eg. Adult weighing scale/flat weighing scale not working accurately, medicine kit with medicine of expired dates, mats are torn etc. Put Tick '√' on the appropriate box respect to each item.
    b. Records and registers: it is mandatory to have all the prescribed registers available at the AWC. Mark '√' whether registers (1-11) are available at AWC. Similarly if other records are available in AWC put '√' against the record in this table.

Part B

My space

This space is used by AWWs to provide information regarding achievements, problem faced, and their learning during the year. AWWs need to write briefly on specific issues in this space.

While mentioned on 'constraints' faced during the year, write in bullet format the problems faced. Eg.:

- » Issues with food commodities supply and quality
- » Fuel wood
- » Payment of bills
- » Convergence with health
- » Community mobilization
- » Record maintenance etc.

Apart from 'constraints' faced during the year, AWW should also show case the 'achievements' like:

- » Change in infrastructure (built toilet/drinking water supply at the AWC premises)
- » Improvement of the nutritional status of children in AWC's area.
- » Increase in enrolment of children (3-6 years) for PSE

'Learnings during year' is mostly how you overcome constraints

Also write briefly if any new methods have been adopted to motivate women to send their children to AWC.

Mention if local community members are involved to solve the problems.

Notes

Notes

Notes

MINISTRY OF WOMEN AND CHILD DEVELOPMENT
GOVERNMENT OF INDIA